



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, July 05, 2018

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar July, August, September, 2018

July

2018

- 05 EFCL Board Meeting
- 09 District H Meeting
- 14 Targeting Programming To Specific Groups Workshop
- 21 Practice As Ceremony Workshop

August

2018

- 4-6 Servus Heritage Days Festival
- 18 Having Sustainability Conversations At Board Table Workshop
- 18 Community Gardens Workshop
- 29 EFCL Planning & Development Committee Meeting

September

2018

- 13 EFCL Board Meeting
- 15 Community League Day
- 22 How To Builds A Successful Civics Committee Workshop
- 26 EFCL Planning & Development Committee Meeting
- 29 Let's Talk About Governance—District J

Edmonton Federation of Community Leagues

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, July 05, 2018, Dinner 5:00 PM / Meeting 6:00 PM

AGENDA

Item 1.0

- 1.0 Call To Order**
- 2.0 Welcome And Introductions**
- 3.0 Agenda Review (6:10 PM) (pg. 3)**
- 4.0 Approval of Board Meeting Minutes (6:25 PM)**
 - 4.1 June 14, 2018 Board Meeting Minutes (pgs. 4-14)**
- 5.0 Presentations / Urgent Matters (6:20 PM)**
 - 5.1 CitYzen Connect App (pgs. 15-16)**
Crys Vanier and Carolynn Patton
- 6.0 Executive Director Update And Councillor Meeting Summary (pg. 17)**
- 7.0 News From The City Of Edmonton**
 - 7.1 News From The City Of Edmonton - Verbal Report**
- 8.0 Decision Items (6:40 PM)**
 - 8.1 Rollie Miles Update (pgs. 18-26)**
 - 8.2 EFCL Office Space Option—Matt Berry Facility (pgs. 27-34)**
 - 8.3 Communications Committee Terms of Reference (pg. 35)**
 - 8.4 Live Active Strategy (pg. 36)**
 - 8.5 Growth Strategy to City Administration (pgs. 37-38)**
 - 8.6 2019-2022 Budget Submission to City of Edmonton (pgs. 39-40)**

Break 7:45 PM—8:00 PM

- 9.0 Discussion Items (8:00 PM)**
 - 9.1 100th Anniversary Project Update (pg. 41)**
 - 9.2 Community League Day Theme—Welcome**
 - 9.3 Gender Based Analysis Plus**
 - 9.4 Partnering Agreement—September Meeting (pgs. 42-54)**
- 10.0 Exemptions**
- 11.0 Correspondence**
- 12.0 Work In Progress (pgs. 55-57)**
- 13.0 District Updates/Feedback**
- 14.0 Private Matters (8:45 PM)**
 - 14.1 Staff Organizational Chart**
- 15.0 Next Meeting/Announcements**
 - 15.1 EFCL Board of Directors Meeting— September 12, 2018**
- 16.0 Adjournment (9:00 PM)**

4.0 Approval of Minutes

MEETING DATE : July 05, 2018
AGENDA ITEM # : 4.1 – June 14, 2018 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 4.1

EFCL BOARD OF DIRECTORS REGULAR MEETING

DRAFT Minutes

Thursday, June 14, 2018 @ 6:00 p.m.
EFCL Offices, 7103 - 105 Street, Edmonton

Attendance: Ryan Barber, Dist. H Trevor Elliott, Dist. D Leanne Rosinski, Dist. B	Fraser Porter, Dist. E Leanne Kohn, Dist. I Gavin Martinson, Dist. J	Rocky Feroe, Dist. F Jesse Watson, Dist. A Michelle Gosselin, Dist. L
Regrets: Masood Makarechian, Dist. K	Alison Poste, Dist. C	Liz John-West, Dist. G
EFCL Staff: Laura Cunningham-Shpeley, E.D.	Allan Bolstad, Acting E.D.	Chantelle Zimmer
Guests: Chantile Shannon, CoE	Rob Agostinis Gary Shelton, ESC	Eoghan Curran, CoE
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. A. Bolstad mentioned there is a full EFCL Board for the first time in several years. F. Porter welcomed the guests in attendance. Brief introductions were done around the table.

2.0 Welcome and Introductions

2.1 Welcome New Board Members

F. Porter welcomed the two new EFCL Board members, L. Rosinski (District B) and M. Gosselin (District L) that were elected at the May EFCL General Meeting.

2.2 Welcome New Executive Director

F. Porter welcomed Laura Cunningham-Shpeley, the new EFCL Executive Director. L. Cunningham-Shpeley commented that she was pleased to join the EFCL staff and is looking forward to working with the Board.

3.0 Agenda Review

18-06-14-01 MOVED: "That the EFCL Board approve the June 14, 2018 Board meeting agenda with the following changes:

Delete Item 2.3 - Thank You to N. Begoray & EFCL Staff
Add Item 6.12 - Letter from Strathearn Community League

By: L. Kohn / T. Elliott

CARRIED

4.0 Approval of the May 10, 2018 Board Meeting Minutes

18-06-14-02 MOVED: That the May 10, 2018 EFCL Board meeting draft minutes be approved as presented.

By: G. Martinson / T. Elliott

CARRIED

5.0 Presentations

5.1 Live Active Program

There was a detailed presentation on the Live Active Program with a focus on its importance to the EFCL. Gary Shelton from the Edmonton Sports Council, and Eoghan Curran from the City of Edmonton, gave a detailed power point presentation outlining the Vision, Mission, and concept behind this long term collaborative initiative, which outlines the first 10 years of a 30 year plan. They briefly discussed the 4 Strategic Goals and the 3 Pillars of physical literacy of the Strategy. The Strategic Action that applies to Community Leagues is "Advance ways in which Edmontonians can become more active within their communities". The plan also includes 70+ specific "sector actions" with specific themes. The premise is that a major change in thinking over time about the importance of physical activity will start with Policy change at the top, and at the grass roots level with the kids with programs such as the community league Sport ExplorerZ Program.

Action Item: F. Porter asked G. Shelton to email the Live Active Strategy power point presentation to share with Board members not in attendance.

Dr. Rob Agostinis, EFCL Committee Representative

R. Agostinis commented that the EFCL's recommendation will ideally be to confirm it fully supports the Live Active Strategy, and confirm that it will be implementing its specific action item in the Strategy. He requested that the EFCL endorse the Live Active Program, advising that he and EFCL Active Living Coordinator Chantel Zimmer would be drafting specific actions for leagues

shortly. Discussion followed. T. Elliot asked about the two motions that the EFCL Board had passed at the May Board meeting approving the Live Active Program. F. Porter advised that the request from the EFCL to the Sports Council had been revised to \$4000, instead of \$8,000. F. Porter suggested leveraging other monies for the short fall for the program. She confirmed that the EFCL's Live Active Strategy is also embedded in the Strategic Plan to the City.

6.0 Decision / Discussion Items

6.1 EFCL Growth Strategy/Board Workshop

A. Bolstad summarized that a refined/renewed Growth Plan is required in order for the EFCL to expand its resources and be enabled to better meet community leagues' collective needs. Hard copies of the EFCL's Strategic Plan document on which the initial Growth Plan is based were distributed. He emphasized that this is critical work for the EFCL at this point in time, in order to support league functions such as supporting volunteer recruitment, bookkeeping and audits, liaising with leagues, planning and development issues, promoting diversity and inclusion, to name only a few key priorities. At this time, the EFCL needs to refine its Growth Plan and specifically define how it will accomplish its goals in the next four years. It is thus critical at this time to produce a comprehensive renewed Growth Plan. The City requires the EFCL's multi-year budget request as soon as possible and the Growth Plan will be the basis of its budget request. Meetings are being arranged with the Executive Director and EFCL District Directors with City Councillors to present and discuss the EFCL's renewed Growth Strategy. The draft plan needs to be completed as soon as possible in order to provide time for the Board to review, refine the plan, and finalize the budget request.

A. Bolstad requested Board feedback on hiring consultant D. Muddle with Western Management Consulting to facilitate the meeting. Mr. Muddle worked on the EFCL's Strategic Plan. He provided a two part proposal for preparing a finalized renewed Growth Plan document by mid-August.

F. Porter confirmed that funding of \$5000 was previously approved by the EFCL Board for the purpose of facilitating a Growth Strategy workshop. A. Bolstad clarified that the additional \$10,000 for the finalized plan document would not come out of the EFCL's budget surplus, but from unrestricted reserves. F. Porter suggested that Phase 1 be approved as the budget of \$5000 for this purpose was previously approved.

18-06-14-03 MOVED: That the Board select Wednesday, June 27th at 5pm for a dinner meeting workshop on the EFCL's Growth Strategy Plan.

By: M. Gosselin / L. Kohn **CARRIED**

18-06-14-04 MOVED: That the Board approve proceeding with Phase 1 of the Strategic Growth Plan to be facilitated by Consultant David Muddle from Western Management Consultants.

By: M. Gosselin / L. Kohn **CARRIED**

6.2 July Board Meeting Date

A. Bolstad commented that the EFCL Growth Strategy would be the top priority of the July Board meeting.

18-06-14-05 MOVED: That the July EFCL Board meeting be moved to Thursday, July 5th.

By: L. Kohn / M. Gosselin **CARRIED**

6.3 Live Active Program Extension

The main activity is continuing the CL Walking Program and Children's Physical Literacy pilot programs that are now trying to find sponsor dollars and grant monies, but kept things realistic for the short term and focus on expanding these programs. She answered several Board members' questions regarding these programs. It was clarified that these funds if approved by the Board would come from the EFCL's unrestricted reserves.

18-06-14-06 MOVED: That the EFCL Board approve up to \$21,100 to extend its Live Active Program until February 1, 2019, and rescind motion **18-05-10-09** that was carried at the May Board meeting.

By: R. Barber / T. Elliott **CARRIED**

6.4 Londonderry Community League Receivable

A. Bolstad recapped the history regarding Londonderry Hall. The EFCL ran Londonderry's hall facility according to the Tripartite Licencing Agreement for approximately 1.5 years until the league was revitalized with a door-to-door membership campaign. This amount represents cost that were covered by the EFCL. Under the Tripartite Agreement, these expenses can be recouped from the league. F. Porter suggested a repayment plan over a set period of time.

18-06-14-07 MOVED: That the EFCL enter into discussions with Londonderry Community League in an effort to re-coup \$7,835 in outstanding expenses.

By: T. Elliott / M. Gosselin

CARRIED

6.5 EFCL Office Space

A. Bolstad advised that EFCL staff visited the former Jasper Place campus "Orange Hub" recently to see how suitable it might be for EFCL office space. The space would be appropriate however, the cost would be significantly more than the EFCL's current space. He suggested it would be best for the EFCL to try to make the current location last as long as possible, as it is by far the most economical option. Discussion ensued regarding the EFCL's application submitted for space in the new proposed Rollie Miles Recreation Centre. C. Shannon advised that the option still exists for the EFCL to have office space in the new complex. Discussion ensued. R. Barber suggested a risk analysis should be completed as part of the business plan. Discussion ensued. F. Porter thanked J. Watson for working on the space assessment/business plan for the EFCL's future location with EFCL staff. Staff is in the process of creating a business plan for other space opportunities for the EFCL, and checking with partner groups to see if a partnership might be practical. C. Shannon confirmed there is an update report regarding the Rollie Miles Project going before City Council in July. She said no decisions will be made). She advised there is a new Project Manager, Terri Johnson, for the Project. She suggested that there are other facilities that could be considered as interim facilities.

Action Item: C. Shannon to provide a summary of the possible facilities available to the EFCL for alternate/interim office space.

18-06-14-08 MOVED: That the EFCL inform the City of Edmonton that it would like to remain in its current office space until an opportunity becomes available in the new Rollie Miles Recreation Centre.

By: L. Rosinski / T. Elliott

CARRIED

L. Rosinski mentioned that McLeod Community League is in the process of building a new multipurpose facility and is seeking partners to share the space.

6.6 100th Anniversary Committee Terms of Reference

A. Bolstad referred to the draft terms of reference on page 27/28 of the agenda package. Discussion ensued regarding formalization of the Terms of Reference for the 100th Anniversary Committee, the following changes were agreed upon by Board consensus:

- That there not be a maximum number of Members on the Committee (there would still be a Membership list for voting privileges).
- That the committee cannot undertake decisions to change the Budget.

18-06-14-09 MOVED: That the EFCL Board approve the draft Terms of Reference for the 100th Anniversary Steering Committee as they appeared in the agenda package incorporating the changes discussed.

By: L. Rosinski / R. Barber **CARRIED**

6.7 Great Neighbour Race

18-06-14-10 MOVED: That the EFCL hold its fourth Great Neighbourhood Race on the last Saturday in April 2019.

By: T. Elliott / G. Martinson **CARRIED**

6.8 Winter City Advisory Committee Representative

18-06-14-11 MOVED: That the EFCL Board appoint L. Cunningham-Shpeley as the EFCL's new representative on the Winter City Advisory Committee.

By: G. Martinson / L. Kohn **CARRIED**

6.9 EFCL and Community League Treaty 6 Acknowledgement

A color poster displaying the approved wording of the Treaty 6 Acknowledgement created by the EFCL's Indigenous Inclusion Project Coordinator, Robin Cisek, was distributed to Board members. Discussion ensued at length about the proposed recommendations.

Action Item: F. Porter asked L. Cunningham-Shpeley to describe how the EFCL can further its relationship with the broader Indigenous Community, as well as any partnerships that may stem from present ones, at the next board meeting.

C. Shannon suggested it is important to additionally address this item in the EFCL's Growth Strategy.

18-06-14-12 MOVED:

- 1) **That all EFCL General Meetings commence with the reading of an approved land acknowledgment and that this recognition also be noted on the EFCL's website.**
- 2) **That the EFCL encourage leagues to follow the same protocol.**

By: L. Rosinski / L. Kohn

CARRIED

6.10 Alcohol, Tobacco and Cannabis Sponsorship

A. Bolstad briefly reviewed the recommendations. Although the motions will be brought forward as one, it could be split into two separate motions if the Membership decides that. Discussion followed.

18-06-14-13 MOVED:

1. **That one question be presented to the Membership at the Fall General Meeting, asking whether or not the EFCL should accept donations from companies producing or distributing alcohol, cannabis, or tobacco.**
2. **That the EFCL staff research the questions presented by our Members at the Annual General Meeting to produce a background document for the Fall General Meeting.**

By: R. Feroe / L. Kohn

CARRIED

6.11 Gender Based Analysis Plus

18-06-14-14 MOVED: That this Item be tabled to the July meeting.

By: G. Martinson / M. Gosselin

CARRIED

Action Item: Add this item to the July Board meeting agenda.

6.12 Changes to Strathearn Community League's

A. Bolstad advised that the City's legal department requested some revisions to the wording of the EFCL Board motions related to the EFCL's approval of its role

regarding Strathearn Community League's Social Enterprise Fund loan. There was a brief review of the original motions and the proposed motions.

Approved EFCL Motion 2018-04-12-04 is replaced with the following motion as recommended by the City of Edmonton:

2018-06-14-15 MOVED: That the EFCL allow the Social Enterprise Fund to assume the Strathearn Community League's position in the Strathearn Community League's Tripartite License Agreement.

Approved EFCL Motion 2018-04-12-05 is replaced with the following motion as recommended by the City of Edmonton:

2018-06-14-16 MOVED: That the EFCL engage in discussions with Strathearn Community League and the Social Enterprise Fund to express the desire for the EFCL to offer continued support to Strathearn Community League and the Social Enterprise Fund for the term of the loan agreement between Strathearn Community League and the Social Enterprise Fund.

By: T. Elliott / G. Martinson

CARRIED

7.0 News from the City of Edmonton

In addition to the written report in the agenda package, C. Shannon advised that several City Council reports had been recently released on the City of Edmonton website. A package of six different reports, all relating to neighborhood revitalization and renewal, are being brought before Council. Four neighborhoods were selected by Council and are about to wrap up their revitalizations. City Council will be selecting a model for the next two revitalization areas. Community leagues may be interested in attending and/or speaking at the Council meeting to this.

She commented that there is great opportunity when doing this community revitalization work to incorporate feedback from citizens in the neighborhoods. Additionally, three reports on local economic developments, and the initial report addressing the "community hubs" strategy are going forward to Council. The selection model for neighborhood revitalization uses a combination of several social vulnerability indicators. Inglewood and Baldwin are being recommended. Other revitalization areas being recommended include Central McDougal, McCauley, and Queen Mary Park. Anyone who may wish to speak to reports at Council meeting must register with the City Clerk's office in advance. General discussion ensued regarding the City's revitalization process. She answered Board members' questions.

R. Feroe asked about the status of the City's proposal for the Smart Cities Challenge to support connectedness within communities. She asked if there may be a role for the EFCL to play in the proposal with regard to leagues being community hubs.

Action Item: C. Shannon suggested arranging a Community Hub presentation from City staff at the next board meeting.

8.0 Discussion Items

8.1 Meetings with City Councillors and City Manager

A. Bolstad reported that meeting dates were being arranged for the new EFCL Executive Director and EFCL Board Members to meet with the City Councillors in their District, as well as the City Manager. Emails are being sent to Board Members with confirmed meeting time(s) for their District with some Districts encompassing more than one City Ward.

8.2 Staff Assistance at District Meetings

A. Bolstad asked for feedback regarding what kind of help is required at District Meetings. It was noted that for most Districts, these meetings are separate from the Area Council meeting(s). R. Barber commented that EFCL staff member C. Johnson's assistance has been very helpful ongoing at District meetings.

Action Item: As requested by L. Rosinski, A. Bolstad to email Board Members the Memorandum of Understanding (MOU) that was signed several years ago, for information/reference, esp. with regard to the EFCL providing administrative support at Area Council meetings.

Board consensus was that Districts do need and appreciate EFCL staff member administrative and governance support at District meetings. It was agreed that this should also be incorporated in Growth Strategy.

8.3 Community League Rink Survey

R. Barber reported that he would have more information after the asset inventory document has been completed for District H. He said the pilot project is moving ahead.

9.0 Exemptions

18-06-14-17 MOVED: "That agenda Items 10.0 through 13.0 be accepted for information, except Item 10.1 which was exempted for discussion."

By: Consensus

CARRIED

10.0 Information Reports

10.1 CLIP Program Update

A. Bolstad drew attention to copies of the large document provided as an addition to the agenda package, which was also emailed to Board members. The spreadsheet is a comprehensive report provided by the City of Edmonton summarizing statistics about all Community League Infrastructure Program (CLIP) grants ever received by community leagues, including the totals for each year. The second spreadsheet document provided summarizes an analysis of the hall assessments done by Stantec in 2010, and shows the number, amount, and percentages of CLIP grants awarded to each league. F. Porter asked for clarification regarding the figures in some of the Stantec document columns.

Action Item: C. Shannon advised she would follow-up with James to obtain more specifics on the statistics columns in the Stantec document.

A. Bolstad commented that the purpose of the spreadsheets is to see who has used grants, what the amounts were, and analyze how well the program was utilized. The goal is to have full subscription for 2018. He added that the Planning Grant addition several years ago assisted leagues significantly with their grant applications for projects. It was noted that the Green Leagues Program really helped to leverage the CLIP program in the 2017. A. Bolstad commented that the large grant amounts may need to be increased and should be reviewed in upcoming Tripartite License Agreement renegotiations.

11.0 Correspondence - None

12.0 Work In Progress - Accepted for information.

13.0 District Updates / Feedback -

M. Gosselin passed along the feedback from some Members in her District that the AGM ran too long, and the suggestion to move Election voting to the front of the agenda.

R. Barber reported that a league his District which had previously received a quote for \$350,000 to build an ice rink, reported that the quote has now jumped to \$750,000

14.0 Private Matters - The Board went 'in camera' for Private Matters at approximately 9pm.

14.1 Staff Organizational Chart

14.2 100th Anniversary Project

15.0 Next Meeting/Announcements

15.1 EFCL Board meeting - Thursday, July 5, 2018, EFCL Offices

16.0 Adjournment - The June EFCL Board meeting adjourned at 9:30 p.m.

5.0 Presentations/Urgent Matters

MEETING DATE : July 05, 2018
AGENDA ITEM # : 5.1 – CitYzen Connect App
PREPARED BY: Crys Vanier and Carolyn Patton

Item 5.1



PRESENTED BY: Crys Vanier, Municipal Innovator & Carolyn Patton, Creative Strategist

Harness citizen ingenuity, knowledge, and creativity to build community and social value.

WHAT IS CITYzen CONNECT?

Think Community Bulletin revolutionized. This initiative connects neighbour to neighbour in their community, in their city. Citizens self-select affiliations, skills and are matched with opportunities & projects. Polls, community conversations, alerts are part of the experience & includes innovative badges (gameplay) rewarded for volunteering & enhancing their neighbourhood & city. CITYzen Connect will transform how citizens engage with their neighbourhoods and each other.

WHY CITYzen CONNECT?

People already volunteer & contribute to their neighbourhoods. CITYzen Connect is a new, more compelling reality for volunteers, neighbourhoods & municipalities. Data gathered from the app can inform municipal decision making, achieve cost savings due to decreased consultation and outreach expenses, and contribute to safer neighbourhoods & an innovative city.

OUTCOMES:

Results will include neighbourhood engagement, better support to communities and citizen-direct data to inform programs, leagues and the city. Measures such as number of citizens engaged on the platform and connections between users, will be compared to current data. Eg: the annual perception survey ratings for safe neighbourhoods (66%), connectedness to community (56%) and volunteerism (51%). Ultimately, this engagement process and digital platform will support Edmonton's leadership in citizen empowerment and as a smart city.

JUSTIFICATION:

Civic engagement is an important social process and Edmontonians are already involved:

- 84% of Edmontonians suggest they provide service to their neighbours
- 51% of citizens reported volunteering formally in the citizen perception survey
- Average time volunteered per person is 161 hours = 60 million hours contributed in the City of Edmonton or an approx. value of \$700 million.

Citizen-doers are calling for better uses of their creativity, skills and an improved experience that reduces frustration with bureaucracy and volunteer burnout. With over 1500 "City engagement" initiatives per year - the average or total cost and SROI unidentified - there is strong justification for a platform that better collects and uses data. CITYzen Connect links with existing efforts including the Mayor's Health City declaration, Open Data, Open-Source City-Builders, Abundant Community Initiative, Neighbourhood Renewal, and the City's Public Engagement Policy.

WHO IS CITYzen CONNECT?

Citizen Connect is championed by neighbourhood builders and civic stakeholders interested in providing a ground-breaking collaboration and innovative tools to connect neighbours to neighbours & create a healthy, smart, connected city. The team is comprised of technology partners, subject matter consultants and advisors according to phase.

TARGET AUDIENCE

Primary: 14 years to 80 years/city-wide reach

FUNDING OPTIONS *CITYzen Connect is currently seeking funding*

- A service package is currently submitted to CoE with REACH & supported by Make Something Edmonton.
- Civic and community grants and/or line item within organizational budgets



PARTNERS & ALLIES : *CITYzen Connect* seeks the participation of diverse organizations to support the initiative:
 City of Edmonton/REACH/Edmonton Federation of Community Leagues (EFCL)/Make Something Edmonton & EEDC
 Local community organizations/University of Alberta/Grant MacEwan University/CityLab/ System Design
 Exchange/Makerspace/International & Corporate Allies

GROWTH STRATEGY

PHASE 1/YEAR 1: Strategy, research/conceptual development/working team/design/testing

PHASE 2/YEAR 2: User experience/ technology execution /marketing/deployment

PHASE 3/YEAR 3: Technology upgrades/project reviews/initial analysis and user reviews

PHASE 4/YEAR 4: Transition planning / operating & partnership agreements / sustainable business model

BUDGET: \$350k/year

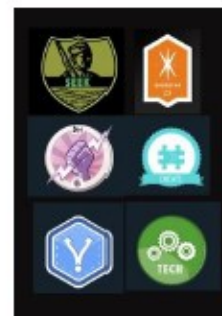
HOW DOES IT WORK:

- Download and install the app
- Create your profile and personal dashboard
- Select local communities you are interested in (IE: Millwoods, Londonderry), where you live & work (IE: Strathcona, Leefield, Woodvale, Capilano, etc.)
- Users able to connect to 3 tiers: on my street (neighbour to neighbour), in my neighbourhood/community, in my city
- User experience includes creating projects, neighbourhood news (IE: block party, garden event) and alerts (IE: "Street cleaner is here! Move cars"), helping neighbours, bartering (think garage sale), polls relevant to my community & city, collecting badges for volunteer time

WEBPAGE SAMPLE



SAMPLE BADGES (for reference only)



MOBILE APP SAMPLE



6.0 Exec.Dir. Update/Summary

MEETING DATE : July 05, 2018

Item 6.0

AGENDA ITEM # : 6.0 – Exec. Director Update And Councillor Meeting Summary

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Councillors that have been met with include:

Councillor Knack, Councillor Nickel, Councillor Walters, Councillor Henderson, Councillor Esslinger, Councillor Paquette

Thursday July 5th meetings include Councillor Banga and Councillor Hamilton

Main themes from Councillor Meetings:

- City's new vision is 'Connected'- how is the EFCL going to increase the connections between residents? Between community groups? Between cultural groups?
- How will the EFCL's new work support the 4 Goals and 24 Council Initiatives?
- How can we save the City money by helping them do the work?
- EFCL needs clear business lines
- Prioritization
- Clarity of EFCL's role
- How will we work alongside their investment in Abundant Communities?
- North side leagues are struggling to maintain their boards, let alone get volunteers to help with events - what is the EFCL's role in supporting leagues that are struggling?
- Community League executive should not be gatekeepers to their community and their building- need to re-frame to a stance of Welcoming and Inclusion
- City is looking at supporting Community Hubs with \$2 million- how can EFCL support this model, and work with the city to increase the access to existing community facilities in order to have more space for different groups/activities throughout the city
- Where are the volunteers? Feel they see EFCL staff at City Hall but they don't see the volunteers- don't feel convinced the EFCL has the support of their leagues
- Public Engagement over Land Use- feel that it's difficult to continue to hear the EFCL at Council when they provide our funding- need to change the conversation

Keywords to include

- Partnering
- Connected
- Hubs
- Urban Shift
- Abundant Communities collaboration

8.0 Decision Items

MEETING DATE : July 05, 2018
AGENDA ITEM # : 8.1 – Rollie Miles Update
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 8.1

Recommendation:

That the EFCL send a letter to General Manager, Recreation Facility Services at COE, Rob Smyth, indicating that as a long term stakeholder of the Rollie Miles Park facility we are frustrated that despite our involvement over the past few years we have not been mentioned in the Functional Program Report going to City Council for the park.

Report:

Allan Bolstad and I met with City staff on June 26th where they articulated that the EFCL is not part of the Functional Plan for the Rollie Miles Park that will be submitted to Council this fall.

We were assured on numerous occasions by City Staff that this plan continues to be in it's infancy and that likely funding for this project won't be secured until the next budget.

Concerns continue to exist as to the process that has been used to get to this point. Understanding that the Community is interested in a recreation facility that meets its needs, there is still a lack of understanding how the EFCL, as a long term stakeholder in this space, could remain removed from this plan. The EFCL has been engaged with the process with the COE for many years, and is included as a partner in their Master Plan.

Engagement will begin with the City of Edmonton to complete the business plan as described to us. Due to the fact that this document was not previously submitted as requested, the City states that we could not be considered in the Functional Plan.

Rollie Miles Athletic Field District Park 2017

Guiding Vision and Principles for project - Updated by Community Advisory Group May 31, 2017

A vibrant, safe, and accessible community hub for South Central Edmonton Neighbourhoods in Rollie Miles Athletic Field district park.

Principle 1

The park accommodates both city-wide and community open space and recreation facilities to meet the needs of a densifying area.

- The indoor and outdoor recreation amenities will strive to be multi-purpose and suited in size and scale for the park site to maximize open green space opportunities.

Principle 2

The park and facilities enhance year round active and passive recreational opportunities for all ages and abilities.

Principle 3

The park and facilities have a distinct identity that celebrates community and acts as a focal point to bring people together.

Principle 4

The park and facilities are designed holistically and community recreation needs are met in the context of surrounding amenities without unnecessary duplication.

Principle 5

The park design will strive to minimize vehicle impacts to the surrounding homes and green space by providing safe opportunities for pedestrian circulation, active and public transportation choices.

- Different elements of the Park are designed to function together so that the entire Park becomes a cohesive and easily accessible recreation zone.

Principle 6

The Park is environmentally sustainable and maximizes natural elements.

- Protect the long term health and well-being being of the urban tree canopy.
- Use landscape elements to encourage casual and non-organized recreation and relieve stress of dense urban surroundings

Principle 7

The functional program will provide a model for a small community recreation centre in the City of Edmonton.

Rollie Miles District Park Master Plan and Community Recreation Centre Functional Program

City of Edmonton

Edmonton

June 2018 Advisory Committee Update

Update

A functional program was requested by City Council in September 2016 to better understand the needs for a small recreation centre, including a swimming pool. The development of the functional program with the Community and City Operations, has informed the update to the Rollie Miles District Park Master Plan.

The Community and Public Services Committee date was originally set for July 4, 2018 to share the Rollie Miles District Park Master Plan and to follow the Community and Recreation Facility Master Plan (CRFMP) Report.

By now, you may have heard the Community Recreation Facility Master Plan is delayed.

As a result of the delay, the July 4 date to take the Rollie Miles Master Plan to City Council has been pushed back. At this time, a date has not been set for the plan to go to Council. It's anticipated the CRFMP will go before Council in the Fall.

Highlights from the Functional Program Report:

Purpose of the Functional Program

- Confirm the activities to be included in the proposed development of the Rollie Miles Recreation Centre and the facilities required to support it;
- Provide the design team with a description of the activities and facilities required for the Rollie Miles Recreation Centre, and of the functional criteria to be addressed during the schematic stages of the design process;
- Provide a record of decisions and information collected to date during the pre-design programming process; and

- Provide a summary of key planning parameters for the project, including role and scope of services and the facilities needed to accommodate them.

Components included in the functional program for a small community recreation centre:

*Total building gross area -
5,670 SM or
61,000 sq ft.*

1. Entrance/Lobby, Public Service Desk and Administration

- Includes staff workstations, staff room, space for visitors, public universal washrooms, storage, lockers etc.



- Adjacent to aquatics, fitness centre, multipurpose room and gymnasium.

2. Aquatics

- Main pool, eight 25m lanes
- Pool deck that can accommodate

- teaching
 - Hot Tub, Steam room, Sauna
 - Leisure pool
 - Offices and staff space
 - Change rooms and adjacent patio
 - Rooms for first-aid, equipment, housekeeping
 - Mechanical room
- ### 3. Fitness Centre
- Monitoring desk
 - Weight training and cardio training space
 - Washrooms, lockers, storage
- ### 4. Multipurpose Room
- Open space for arts and culture activities, birthday parties and celebrations, meetings, programmed and

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- unprogrammed events.
 - Storage for equipment and supplies
5. **Gymnasium**
- Activities include drop-in and some scheduled court activities, including basketball, volleyball, badminton, pickleball, floor hockey, handball, ultimate, with capability of subdividing activities in gym
 - Can accommodate camps and community events
 - Lockers and storage
6. **Back of House Functions**
- Shipping & receiving, staging area, recycling and garbage, housekeeping, maintenance workroom, storage, network access room.
7. **Outdoor Activity Space**
- Support to outdoor activities and functions
 - Skate change area, washrooms, lockers, storage of small maintenance item and larger items (i.e. ice-resurfacers machine)

Highlights from update to District Park Master Plan

Park master plan for the Rollie Miles Athletic Field District Park site is supported by visuals and diagrams that paint a picture of the recreational needs identified through public and stakeholder consultation. Further public consultation would take place during the design phase followed by construction and ultimately, the realization of the Rollie Miles Park Master Plan.

This update provides a better understanding of the proposed location of a new Community Recreation Centre facility within the park.



Components to support activities in District Park master plan:

Access and Circulation Activities

- Multi-use trails and walkways.
- 186 additional parking stalls for the new facility recommended by Parking and Traffic study.
- Plaza areas and pedestrian crossings.
- Entry nodes and park signage.
- Site furnishing through the park including benches, picnic tables, trash/recycling receptacles, bike racks.

Sport Field and Spectator Experience

- One ball diamond will remain (250') to support both school and community use.
- Rebuild tennis courts (4) slightly farther west to allow sufficient space for the Recreation Centre.
- Gathering area west of the grandstand and allow events and pedestrians.
- Address CPTED issues through improved sight lines and creating better gathering/seating areas for events.

Recreation and Play Activities

- Maintain an open space area with mature trees and grass. This area will receive drainage improvements.
- Community amenity spaces in key locations can include fitness nodes, seating, natural play elements special paving etc.
- Multi-purpose court will support basketball, ball/roller hockey, toddler cycling, etc.
- Winter - Include skating in the outdoor rink (multi-purpose court) and a proposed snowbank 'freezeway' loop in the park.

Arts, Culture and Celebration Activities

- Plazas adjacent to the grandstands for gathering and ceremony.
- Plaza west of Recreation Centre.
- Public Art and historical locations.

Environmental Sustainability

- Additional strategic tree and landscape planting to provide shade or buffer to residents in close proximity.
- Priority to retain mature trees throughout park and only remove upon necessity.

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Rollie Miles Master Plan Minutes

Project Name:	Rollie Miles Community Recreation Facility / Park Master Plan		
Date:	Tuesday, June 25, 2018	Time:	9:15-10:30 a.m.
Location:	EFCL Office		
Purpose of meeting	Discussion of project update and stakeholder engagement to date.		

Attendees:

Representative	Representing (Branch/Section)	Attended	Regrets
Laura Cunningham-Shpeley	Edmonton Federation of Community Leagues	y	
Allan Bolstad	Edmonton Federation of Community Leagues	y	
Stephanie Howlett	Citizen Services, Neighbourhoods	y	
Shari Johnson	Citizen Services, Neighbourhoods	y	
Terri Johnson	Integrated Infrastructure Services, Facility Planning & Design	y	

Item	Discussion
1.0	Introduction
1.1	Introductions / role / meeting overview
2.0	Project Background
2.1	<p>Rollie Miles Athletic Field District Park was identified as a priority for park renewal in the 2015-2018 Capital Budget.</p> <ul style="list-style-type: none"> • In 2013, a master plan process was initiated for the Rollie Miles Athletic Field District Park to determine the renewal targets including the physical condition, functionality and demand capacity of the park. • In 2016, the community vision and project considerations were presented to the Community and Public Services Committee as a draft Master Plan Concept and Report.
2.2	<p>Council Direction, Sept 12, 2016</p> <ol style="list-style-type: none"> 1. That Administration develop a detailed program, that includes capital costs and a business case, for a small recreation centre including a swimming pool in Rollie Miles Athletic Field District Park. 2. That Administration continue to consult with members of the community based on the proposed Rollie Miles Field District Master Plan.
3.0	Project Update
3.1	<p>Communication: Master Plan and Community Recreation Centre Functional Program update provided electronically.</p> <p>Review of meeting minutes from May 25, 2017 with past EFCL members.</p>



Rollie Miles Master Plan Minutes

4.0	Project Engagement Schedule 2017
4.1	<ul style="list-style-type: none"> ● Initiate with committees - Q4 2016 (Community Advisory Committee) ● Public Engagement #1 - Q2 2017 Invitation sent to Debra, Bev and Gavin the previous week. Meeting at Scona School, May 31, 5:30 - 7:00 pm ● Public Survey June / July 2017 ● Public Engagement #2 - Q3 2017 - Public Workshop November 8th 2017 ● Community Advisory Meetings - December 12th to determine preferred option ● Community Engagement Committee Meetings held twice a month. ● Council report - new date yet to be determined
5.0	Stakeholders
5.1	<p>Steering Committee, Project Working Committee, Engagement Working group, Advisory Group Stakeholder</p> <p>EFCL expressed concern over Functional Program involvement and lack of space identified in the Functional Program concepts. EFCL representation from the former executive identified by COE.</p> <p>Information shared about the Community Engagement Working Group who supported the engagement process to ensure stakeholders were identified (see Terms of Reference developed for these committees attached to minutes).</p> <ul style="list-style-type: none"> ● Terms of Reference - Rollie Miles Engagement Working Group ● Terms of Reference - Rollie Miles Advisory Committee ● Rollie Miles Vision and Principles
6.0	Next Steps
	<ul style="list-style-type: none"> ● Shauna / Shari will support EFCL in Strategy Document requirements which feed into a Business Case ● Shari will follow-up with Laura on the Recreation Facility Master Plan contact ● Terri will post final Park Master Plan report on website

COMMITTEE TERMS OF REFERENCE (2017)

Project: Rollie Miles Athletic Field District Park Community Recreation Facility Program and Park Master Plan Update

Committee: [Engagement Working Group](#)

Date Adopted: [April 4, 2017](#)

General Purpose:

The Engagement Working Group will support the public engagement process by informing the Public Involvement Plan and Communications Plan. The group will identify opportunities for engagement and communications to support the three engagement phases which include; 1. Gathering information, 2. Exploring Options and 3. Setting the Direction.

Key Responsibilities (Scope of Authority):

Responsibilities of the group will be to

- Provide community perspective to the public engagement process
- review and support development of public engagement tools and their implementation through the three phases of engagement.
- contribute to the Master Plan development by ensuring the project vision and principles are rooted in meaningful consultation with diverse stakeholders
- determine the markers of success in engagement

Out of scope: Discussion and decision making of functional program or park concept content.

Composition and Appointment:

The Engagement Working Group includes community volunteers and City of Edmonton representatives.

Reporting:

Working Committee to use communication tool to update Advisory Committee

Membership:

- Community - Elaine, Jeff, Cory & Kim
- City - Corinne, Terri & Kate

Meetings and Committee Process:

- Members will attend working committee meetings as needed, however, much of the work may be completed electronically.
- A record of each committee meeting will be maintained by the City of Edmonton representatives.

Resources:

- Community members will volunteer their time.
- Hospitality costs will be covered by the project budget.
- Meeting space will be donated by available community facilities

Engagement group 1/1

COMMITTEE TERMS OF REFERENCE (2017)

Project: Rollie Miles Athletic Field District Park Community Recreation Facility Program and Park Master Plan Update

Committee: Advisory Committee

Date Adopted: May 2017

General Purpose:

The Advisory Committee provides expertise, advice and feedback to support decision making at key points in the development of the Rollie Miles Community Recreation Facility Functional Program and updated Park Master Plan.

The Advisory Committee consists of key stakeholder representatives who provide varying perspectives to inform, recommend and shape the overall work throughout the project. Members can also be part of their respective stakeholder groups when consulted on their organization's specific interests.

Key Responsibilities (Scope of Authority):

The Advisory Committee will work collaboratively and cooperatively to:

- reflect project context and ensure the project vision and principles are rooted in meaningful consultation with diverse stakeholders.
- determine how information from engagement will be used to influence decision making,
- involved at key points in the project to provide a holistic view that encompasses the input from the community at large.
and
- communicate project information to the stakeholders/organizations they represent.

Composition and Appointment:

The Committee will be comprised of members from organizations that have strong relationships within the groups they are representing.

The Advisory Committee will be co-chaired by the Project Manager and a Community Representative for the duration of the project.

Reporting:

The Advisory Committee reports through the Project Management Team to the Project Steering Committee and works collaboratively in areas where information sharing and joint decision making further the goals of the project. If needed meetings between any committees can be arranged by the Project Management Team.

Rollie Advisory Group 1/1

Membership:

- 1 representative & 1 alternate from each of the following:
- Edmonton Federation of Community Leagues
- Strathcona Composite High School (Administration, Parent Council, and/or Student Body)
- Friends of Scona Rec
- Central Area Council of Community Leagues
- Queen Alexandra Community League
- Allendale Community League
- Open to others representatives if they are willing to meet the mandate and request is made to Advisory Committee.

1 representative from City of Edmonton in the following areas:

- Project Manager(s)
- Community Recreation Coordinator
- Supervisor, Leisure Centres, Community & Recreation Facilities
- Supervisor, Arena & Athletic Facilities, Community & Recreation Facilities

Meetings and Committee Process:

The Advisory Committee will meet at key points in the project to review and provide feedback on processes and deliverables of the project. It is anticipated that the Advisory Committee will meet up to 6 times during the Concept Phase of the Project.

A record of each committee meeting will be maintained by the City of Edmonton representatives.

Resources:

- Community members will volunteer their time.
- Hospitality costs will be covered by the project budget
- Meeting space will be donated by available community facilities

Advisory group 1/2

MEETING DATE : July 05, 2018

Item 8.2

AGENDA ITEM # : 8.2 – EFCL Office Space Option—Matt Berry Facility

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

That the EFCL submit a proposal to the Matt Berry Facility Project Steering Committee identifying interest in being considered as a potential partner for their new facility build in McConachie (159Ave and 59Ast).

Report:

The Matt Berry Facility Project Steering Committee held an open house on Tuesday June 26th at the MacLeod Community League. Their vision is to have a community facility in Matt Berry, allowing the residents of Matt Berry and Hollick-Kenyon to access community recreation opportunities. They will be building a small facility that has a gym, program and meeting rooms, washrooms, a staff kitchen and washrooms.

The Community League is looking to partner with one or two non-profit groups to help build this facility. At the open house, it was clear that the interest from non-profits would be to have significantly more office space than what they currently are considering, and so they stated they would be interested in exploring the idea of building a second floor in order to accommodate their partners. They have hired a Project Manager but have not yet completed their Business Plan as they are looking for the right partners to collaborate and design the project with.

Their leased land footprint that they are building on is 80mx100m.

The space has a playground, 3 soccer pitches, a ball diamond and Edmonton Christian school on the site currently.

They have spoken with all the adjacent neighbours to this facility and have begun to build a connection with them.

The road that this land sits on is very wide- it can currently hold street parking, and 2 buses can pass each other easily. There will be approximately 40 parking stalls available.

Matt Berry Facility Project Steering Committee

Stakeholder Interest Presentation

Jason Watt

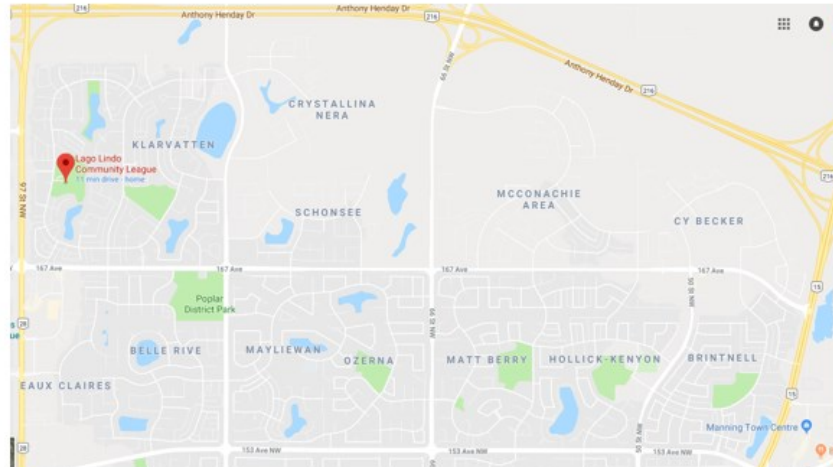
Committee Chair

Outline

- The Problem and our Vision
- City Process and Work to date
- Geography
- Project Constraints
- Stakeholder Requirements
- Questions and Discussion

The Problem

- A lack of community facilities in NE Edmonton:

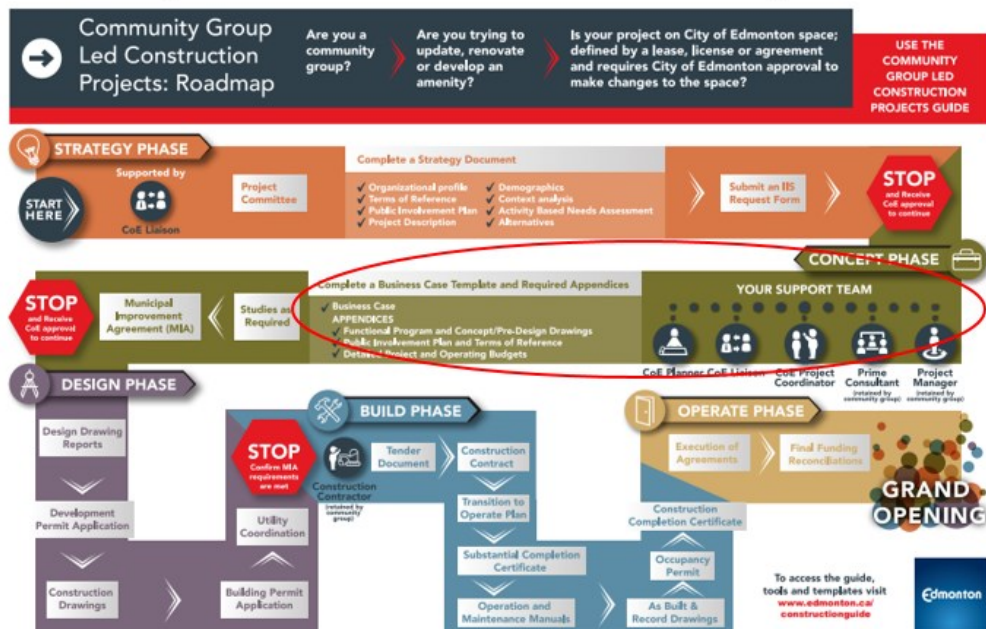


- City of Edmonton Rec Centre is proposed for Mcconachie. Potentially for early 2020s.

Our Vision

- To have a community facility in Matt Berry, allowing the residents of Matt Berry and Hollick-Kenyon to access community recreation opportunities.
- A small facility:
 - Gym
 - 2-4 offices/program rooms/meeting rooms
 - Washrooms
 - Parking lot
 - Possible staff kitchen (not a catering kitchen)
 - Some landscaping

Community Led Construction Projects Guide

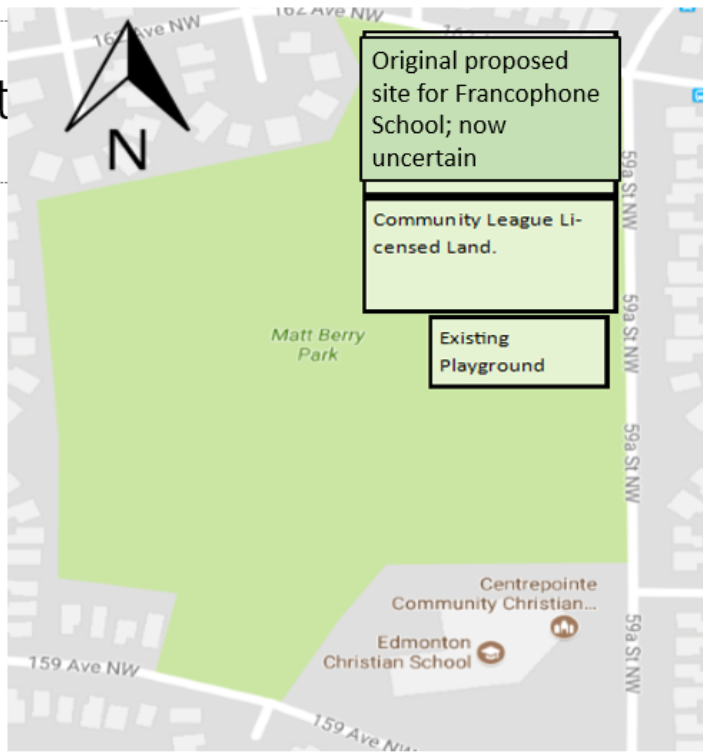


We are about here; this is a bit of a fluid process

Summary of the Project so Far

- Committee operates as a sub-committee of McLeod Community League
- Two robust public surveys
- Two public information sessions
- Two rounds of door-to-door surveys
- Much back-and-forth with the City of Edmonton concerning process and what is allowed and not allowed

Click t



What is on the site?

- Edmonton Christian School – Northeast
- Centrepointe Church (co-located with the School)
- Matt Berry Park Playground (due for replacement – separate project)
- 3 Soccer pitches (2 adult; 1 children's)
- Ball diamond
- Proposed Francophone School(?)

Project Constraints

- Neighbourhood Park
 - Cannot be a 'destination' location. (Eg. soccer practice facility)
- Area Resident Concerns
 - Edmonton Christian Schools created unexpected traffic concerns.
 - We need to respect the concerns of residents. There has been some vocal opposition to the project.
- School on Site
- Playground Adjacent
- 59A Street
 - Very busy street; not intended as an arterial road, but functions as one

Community League Licensed Land

- The City of Edmonton owns the land and anything that goes onto it
- Community Leagues operate such land under a tripartite license (City of Edmonton, Edmonton Federation of Community Leagues, and the Leagues themselves)
- Should the League/Project fail (become unsustainable) at some point, the City of Edmonton has the authority to assume ownership

What we need in a stakeholder partner

- Looking to enhance project sustainability
- Community League facilities generally see peak use during evening and weekend hours
- Looking for financial assistance; City of Edmonton grants will only sustain one facility
- Looking for a partner to make the project more attractive to potential granting partners and area residents
- Looking to raise the profile of McLeod Community League, and of Leagues in general

Proposals from Stakeholder Partners

- A letter or similar communication from the Board of Directors
- Brief history of the organization
- Who is the key audience for the organization?
- The requirements for a facility
- Expected foot and vehicle traffic
- Likely visitor use statistics
- Funding model, including recent financial statements
- Financial sustainability model
- Benefit to the local community

Next Steps

- Identify a project partner or two
- Work together to write a business plan
- Present the business plan to the City of Edmonton
- Pursue grants in 2018
- Project design in 2018/19
- Begin construction in 2019
- Have a useable facility by 2020

MEETING DATE : July 05, 2018

Item 8.3

AGENDA ITEM # : 8.3 – Communications Committee Terms of Reference

PREPARED BY: Joanne Booth, Director Operations And Membership

**EFCL Communications Committee
Terms of Reference
June 18, 2018**

Type:

Advisory Committee

Purpose:

The Edmonton Federation of Community Leagues (EFCL) rebuilt its website almost 5 years ago. The website has been working well, especially the online store which has been generating memberships with no major issues or interruptions. However, the website is reaching the end of its optimum lifespan. The EFCL wants some minor changes to the membership card purchase site. The EFCL wants some major changes to the rest of the website as technology has advanced and many aspects of the current website are inefficient and/or dated.

The Committee will develop a list of suggested requirements for new website build, ensuring that what is suggested will work with existing web site and online store.

Once requirements are formulated, Committee will help determine necessary budget that may be required for upgrade/rebuild.

Scope:

- Develop list of requirements that could to be included as part of website rebuild
- Suggest Board priorities for website rebuild
- Determine budget

Membership:

Committee members shall consist of the EFCL Director of Operations, and the EFCL Communications Officer. The Committee will also consist of a minimum of one EFCL Board Director to a maximum of four EFCL Board Directors.

Committee members will elect a Committee Chair at first meeting.

Reporting:

Committee will report to EFCL Executive Director and Board of Directors by way of sharing minutes. Final recommendations will be presented at monthly EFCL Board of Directors' meeting.

Meeting Arrangements:

Committee will meet once per month on a day and time to be determined at first committee meeting. Meeting frequency may increase if Committee determines a need to do so. Committee chair will organize meeting materials and agenda. Meeting minutes will be kept by Committee Chair and distributed by e-mail to all committee members. Any items requiring a vote shall pass with a 33% quorum.

Authority:

Committee is an Advisory Committee only.

MEETING DATE : July 05, 2018

Item 8.4

AGENDA ITEM # : 8.4 – Live Active Program Extension

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

That the EFCL Board approve up to \$17,100 to extend its Live Active Program until February 1, 2019, and rescind motion 18-06-14-06 that was carried at the June Board meeting.

Report:

The Edmonton Sport Council has agreed to provide \$4,000 to support our Live Active Program, decreasing the amount that the EFCL would need to provide to support continuing to fund the program through to February 1, 2019.

MEETING DATE : July 05, 2018

Item 8.5

AGENDA ITEM # : 8.5 – Growth Strategy to City Administration

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

CURRENT				IDEAL			
TOTAL BUDGET		\$ 1,108,533		TOTAL BUDGET		\$ 2,389,945	216%
EXPENSE				EXPENSE			
Salaries (incl contractors)	\$	613,163	55%	Salaries (incl contractors)	\$	1,712,500	72%
Operating	\$	456,305	41%	Operating	\$	577,445	24%
Facility	\$	39,065	4%	Facility	\$	100,000	4%
REVENUE				REVENUE			
City Grant	\$	572,730		City Grant	\$ 585,000	\$ 992,364	
Other Grants	\$	265,289	50%	Other Grants		\$ 402,328	50%
League Fees	\$	96,962	18%	League Fees		\$ 147,050	18%
Other Fees	\$	124,582	23%	Other Fees		\$ 188,936	23%
Sponsorships	\$	48,971	9%	Sponsorships		\$ 74,268	9%
	\$	535,803			\$	812,581	
STAFF COMPOSITION				STAFF COMPOSITION			
Junior	\$	52,000		Junior	12.5	8.8	\$ 650,000
Intermediate	\$	65,000		Intermediate	6.5	5	\$ 422,500
Senior	\$	80,000		Senior	8	4	\$ 640,000
	9.2	\$ 613,163			27	17.8	\$ 1,712,500
<i>* rough plug numbers to approximate salary levels</i>				<i>* staff costs include wage, benefits, and source deductions</i>			
REVENUE SPLIT				REVENUE SPLIT			
City	\$	572,730	52%	City	\$ 585,000	\$ 992,364	66%
Other	\$	535,803	48%	Other		\$ 812,581	34%

50% OF IDEAL TARGET				66%	3/4 OF IDEAL TARGET				75%		
TOTAL BUDGET		\$ 1,746,580			Total Budget		\$ 1,916,882				
EXPENSE											
Salaries (incl contractors)		\$ 1,130,250			Salaries (incl contractors)		\$ 1,284,375				
Operating		\$ 516,330			Operating		\$ 532,507				
Facility		\$ 100,000			Facility		\$ 100,000				
REVENUE											
City Grant		\$ 585,000	\$ 567,743		City Grant		\$ 585,000	\$ 680,142			
Other Grants			\$ 294,022	50%	Other Grants			\$ 322,691	50%		
League Fees			\$ 107,464	18%	League Fees			\$ 117,943	18%		
Other Fees			\$ 138,075	23%	Other Fees			\$ 151,539	23%		
Sponsorships			\$ 54,275	9%	Sponsorships			\$ 59,567	9%		
			\$ 593,837					\$ 651,740			
STAFF COMPOSITION					STAFF COMPOSITION						
		Total					Total				
Junior		8.25 \$ 429,000			Junior		9.375 \$ 487,500				
Intermediate		4.29 \$ 278,850			Intermediate		4.875 \$ 316,875				
Senior		5.28 \$ 422,400			Senior		6 \$ 480,000				
		17.82 \$ 1,130,250					20.25 \$ 1,284,375				
REVENUE SPLIT											
		Base	Additional				Base	Additional			
City		\$ 585,000	\$ 567,743	66%	City		\$ 585,000	\$ 680,142	66%		
EFCL			\$ 593,837	34%	EFCL			\$ 651,740	34%		
REVENUE SPLIT											
		Year 1	Year 2	Year 3	Year 4			Year 1	Year 2	Year 3	Year 4
		\$113,549	\$ 283,871	\$ 454,194	\$ 567,743			\$170,036	\$ 340,071	\$ 510,107	\$ 680,142
		20%	50%	80%	100%			25%	50%	75%	100%

MEETING DATE : July 05, 2018

Item 8.6

AGENDA ITEM # : 8.6 – 2019-2022 Budget Submission to City of Edmonton

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

That the EFCL provide a four-year budget submission (2019-2022) to the City of Edmonton that features the following:

- 1. A significant enhancement in all aspects of the EFCL's operations, based on the EFCL's Strategic Plan and the City of Edmonton key objectives, including connections to the city's Abundant Communities and Community Hub initiatives.**
- 2. An increase in the EFCL's budget to approximately \$2.4 million and an increase in its staffing levels to approximately 25 FTEs.**
- 3. A fiscal plan showing the budget target being reached in eight years (2026), with 2/3 of the funding coming from the City of Edmonton's annual operating grant.**
- 4. An increase of 20% in both the city's annual operating grant and other EFCL's revenues in 2019, followed by increases of in each of 2020, 2021 and 2022.**
- 5. A system of analyzing and measuring the federation's performance, including a significant cost-benefit analysis at the mid-way point (year four) of the program.**

Report:

The Edmonton Federation of Community Leagues has recognized the need to bolster and improve its operations for many years. This was thoroughly understood during the development of our strategic plan and growth strategy, put together with the assistance of Western Management Consultants and Solved Inc. respectively. And it has been expressed in countless situations through requests for service from our member leagues and other key stakeholders that all-too-often go unanswered.

It has also been the long-time goal of the federation to raise the profile of the EFCL and its member leagues so that it better reflects the significance of the overall of the community league movement. With 157 leagues, approximately 1,800 board members and 80,000 individual members, it has long been felt that we should be recognized as a key player in the development of the City of Edmonton, certainly on a level with other corporate drivers like the Edmonton Chamber of Commerce, Edmonton Arts Council and Edmonton Community Foundation.

However, in order to reach this level, the federation needs increase it's relevance and relationship to all Leagues and neighbourhoods across Edmonton. It needs to significantly enhance its services to its members, in terms of leadership support, training and building inclusive neighbourhoods. It needs to improve and strengthen its relationships with key organizations and agencies, including its long-time partners like the City of Edmonton and minor sports organizations as well as emerging partners like the Edmonton Community Foundation, the University of Alberta and Edmonton's multi-cultural and Indigenous community. And it needs to do a better job of demonstrating its performance, to its members and funders alike.

In order to reach these goals, the EFCL requires a significant increase in resources, so that it better matches organizations like the Edmonton Arts Council and Edmonton Community Foundation – groups that have significantly larger budgets and staff complements of 20-25 FTEs.

In the EFCL's case, this would mean an increase of approximately 150%, from a budget of roughly \$1 million and a staff complement of just under 10 FTEs to a budget of \$2.4 million and a staff complement approaching 25 FTEs.

The EFCL would like to see this change take place as quickly as possible, recognizing the long-standing needs of our members and other stakeholders.

However, it is also clear that an increase of this magnitude would have to be phased and accommodated in stages, recognizing the financial challenges associated with raising these funds and properly managing a rapidly growing organization.

Hence, it is recommended that we manage this growth over an eight-year period which represents two, four-year budget cycles of our primary funder, the City of Edmonton. We feel this strikes a good balance between our desire to grow this organization significantly while doing so in measured, manageable steps.

We also feel it is fair to ask the city to fund 2/3 of the EFCL's operation, which roughly reflects the proportional level of funding we have received from the city for many years.

No question, the provision of a funding increase of this magnitude will be a significant challenge for both the City of Edmonton and the EFCL. In light of both the financial pressures on the city this year and the need for the EFCL to explore funding options, such as a league membership fee increase, sponsorships, partnership funding and other grant opportunities, it is recommended that the budget submission begin modestly in year one with a five per cent increase in overall funding. This would be followed by much more significant increases, once revenue sources have been secured.

Finally, it is also noted that the EFCL needs to do a more complete job in analyzing and measuring its performance. This plan would see a significant improvement in that area of our operation, including a major review at the half-way point in our growth to ensure that we are meeting our targets and improving our performance as expected.

9.0 DISCUSSION ITEMS

MEETING DATE : July 05, 2018

Item 9.1

AGENDA ITEM # : 9.1 – 100th Anniversary Project Update

PRESENTED BY: Nora Begoray, Director Business Development, Projects & Promotions

100th Anniversary Project Update to EFCL Board – July 5th, 2018



Major news updates:

Project Management

- Engaging new project managers
 - o Allan/Nora have explored options, received proposals, interviewed some candidates, reviewed all findings with the steering committee and are now clarifying and researching a few more things before making a hiring recommendation.
- Finalizing and revising Urban systems involvement – USL has been advised of changes and we are currently in discussions to wind up our completed work. Next meeting July 19th.

Funding Partners

- Federal – Legacy Grant (\$215k commitment – 50k already received and spent)
\$165,000 still to receive for 2018/2019 budget – EFCL has been advised to use these funds for pre-construction expenses and then apply to the Legacy fund again for further construction funding. The funding amendment is progress
- Heritage Festival Association – Our new E.D. has connected with Jim Gibbon to participate in discussions and agreements surrounding their donation and project involvement.

Other Fundraising updates

- Steering committee connecting with EFCL Sports Partners to encourage support - financial and non-financial (Hockey, Soccer,)
- Capital Campaign – When there isn't a capital project fit – this team is identifying and passing on other opportunities to the EFCL/Staff
 - o Ie. Epcor – Meeting July 17th re: program funding
- Successful donation discussions are being further developed with Melcor, Christiansen Developments and Servus Credit union.

Next meeting date: Thursday, August 2nd, at 5:30 pm (EFCL boardroom)

Board members are invited to attend 😊 please RSVP with Nora.

MEETING DATE : July 05, 2018

Item 8.5

AGENDA ITEM # : 9.4 – Partnering Agreement

PREPARED BY: Laura Cunningham-Shpeley, Executive Director



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

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

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

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

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

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

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





COMMON VISION

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

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

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

COMMON GOALS

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

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

PRINCIPLES

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

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

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

TERM

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

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

CITY OF EDMONTON COMMITMENT

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

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

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



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

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

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

EFCL COMMITMENT

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

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

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

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



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

ACTION PLAN - PERFORMANCE MEASURES AND REPORTING

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

STATUS OF EFCL

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



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

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

DISPUTE RESOLUTION

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

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

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

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



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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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

GENERAL PROVISIONS

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



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

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

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

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

NOTICE

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

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

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



Notice given if posted in Alberta, other than during a postal disruption, shall conclusively be deemed to have been given on the fifth business day following the date on which such notice is mailed. Notice during a postal disruption shall be personally delivered. Any notice personally delivered and personally received by the party to whom it is addressed, shall be deemed to have been given on the date of actual delivery. Any notice delivered by facsimile shall be deemed to have been given on the date of the facsimile transmission.

A party may, at any time, give notice in writing to the other party of any change in address of the party giving such notice and, from and after the giving of such notice, the address therein specified shall be deemed to be the address of the said party for the giving of notice hereunder.

IN WITNESS WHEREOF the Parties have signed and sealed this Agreement as follows:

APPROVED:

Approved as to form:

Per: *MSJ*

Approved as to content:

Per: *Charlene Shannon*

Signed for the City:
CITY OF EDMONTON

Per: *Rob Smyth*
As represented by ROB SMYTH, General
Manager, Citizen Services Department

Date: *Dec 22 2016*

WITNESS

EDMONTON FEDERATION OF COMMUNITY
LEAGUES

Per: _____

Per: *[Signature]*

Per: _____

Per: _____



SCHEDULE "A"

Page 1 of 1

CITY OF EDMONTON POLICY REFERENCE

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

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



SCHEDULE "B"
Page 1 of 1

DEFINITIONS AND INTERPRETATION

In this Agreement:

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



SCHEDULE "C"

Page 1 of 2

GOVERNANCE OF EFCL

Historical Overview

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

Board of Directors

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

Executive Director

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

Planning Committee

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



SCHEDULE "C"

Page 2 of 2

Community Leagues

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

12.0 WORK IN PROGRESS

MEETING DATE : July 05, 2018

Item 12.1

AGENDA ITEM # : 12.1 – EFCL Work in Progress

PREPARED BY: Laura Cunningham-Shpeley, 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	5.6	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."	
2018/03/08	10.0	EFCL Nominating Committee "That an EFCL District Director Nominating Committee be struck, and that A. Poste, M. Makarechian, and all Board Members except the President (per the 2004 Bylaws) be ex-officio members of the Committee."	Done
2018/04/12	8.2	Evaluation Framework for EFCL and City of Edmonton Partnerships Agreement "Chair F. Porter asked that all Board members review Item 8.2 in the agenda package, and email their comments to her."	

MEETING DATE	REF.	ITEM	STATUS
2018/05/10	5.4	EFCL Website Overview "J. Booth to draft Terms of Reference for the proposed EFCL Communications Committee with the assistance of R. Feroe. Add "formation of EFCL Communications Committee" to the June Board meeting Agenda."	In Process
2018/06/14	6.1	EFCL Growth Strategy That the Board approve proceeding with Phase 1 of the Strategic Growth Plan to be facilitated by Consultant David Muddle from Western Management Consultants.	In Process
2018/06/14	6.3	Live Active Program Extension That the EFCL Board approve up to \$21,100 to extend its Live Active Program until February 1, 2019, and rescind motion 18-05-10-09 that was carried at the May Board meeting.	
2018/06/14	6.4	Londonderry Community League Receivable That the EFCL enter into discussions with Londonderry Community League in an effort to re-coup \$7,835 in outstanding expenses.	In Process
2018/06/14	6.5	EFCL Office Space C. Shannon to provide a summary of the possible facilities available to the EFCL for alternate/interim office space. and That the EFCL inform the City of Edmonton that it would like to remain in its current office space until an opportunity becomes available in the new Rollie Miles Recreation Centre.	
2018/06/14	6.9	EFCL and Community League Treaty 6 Acknowledgement F. Porter asked L. Cunningham-Shpeley to describe how the EFCL can further its relationship with the broader Indigenous Community, as well as any partnerships that may stem from present ones, at the next board meeting. and 1) That all EFCL General Meetings commence with the reading of an approved land acknowledgment and that this recognition also be noted on the EFCL's website. 2) That the EFCL encourage leagues to follow the same protocol.	Done
2018/06/14	6.10	Alcohol, Tobacco and Cannabis Sponsorship 1. That one question be presented to the Membership at the Fall General Meeting, asking whether or not the EFCL should accept donations from companies producing or distributing alcohol, cannabis, or tobacco. 2. That the EFCL staff research the questions presented by our Members at the Annual General Meeting to produce a background document for the Fall General Meeting.	
2018/06/14	6.11	Gender Based Analysis Plus That this Item be tabled to the July meeting.	

MEETING DATE	REF.	ITEM	STATUS
2018/06/14	6.12	<p>Changes to Strathearn Community League's That the EFCL allow the Social Enterprise Fund to assume the Strathearn Community League's position in the Strathearn Community League's Tripartite License Agreement. and That the EFCL engage in discussions with Strathearn Community League and the Social Enterprise Fund to express the desire for the EFCL to offer continued support to Strathearn Community League and the Social Enterprise Fund for the term of the loan agreement between Strathearn Community League and the Social Enterprise Fund.</p>	Done
2018/06/14	7.0	<p>News From the City of Edmonton C. Shannon suggested arranging a Community Hub presentation from City staff at the next board meeting.</p>	
2018/06/14	8.2	<p>Staff Assistance At District Meetings As requested by L. Rosinski, A. Bolstad to email Board Members the Memorandum of Understanding (MOU) that was signed several years ago, for information/reference, esp. with regard to the EFCL providing administrative support at Area Council meetings.</p>	Done
2018/06/14	10.1	<p>CLIP Program Update C. Shannon advised she would follow-up with James to obtain more specifics on the statistics columns in the Stantec document.</p>	