



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, September 13, 2018**

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

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

# **EFCL Board Planning Calendar September, October, November, 2018**

## **September**

**2018**

- 13 EFCL Board Meeting
- 15 Community League Day
- 20 Let's Talk About Governance Office Hours Start
- 22 Leagues And The Direct Control Zoning Process Workshop
- 26 EFCL Planning & Development Committee Meeting
- 29 Let's Talk About Governance—District J

## **October**

**2018**

- 11 EFCL Board Meeting
- 13 Introduction to Community Walking Workshop
- 20 Leagues Alive
- 27 Community Walking Refresher
- 29 Fall General Meeting/Playground Fair
- 31 EFCL Planning & Development Committee Meeting

## **November**

**2018**

- 03 Let's Talk About Governance—District A
- 08 EFCL Board Meeting
- 28 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**

**Board of Directors Regular Meeting**

**EFCL Office: 7103—105 Street**

**Thursday, September 13, 2018, Dinner 5:00 PM / Meeting 6:00 PM**

**AGENDA**

**Item 1.0**

**1.0 Call To Order**

- 1.1 Thank you to all Casino volunteers

**2.0 Welcome And Introductions**

- 2.1 Welcome to Heba Iftikhar, Univ. of Alberta Intern

**3.0 Agenda Review (6:10 PM) (pgs. 3-4)**

**4.0 Approval of Board Meeting Minutes And E-Motions From Summer Break (6:25 PM)**

- 4.1 July 05, 2018 Board Meeting Minutes (pgs. 5-13)
- 4.2 E-Motion Project Manager For V-Squared (pgs. 14-15)

**5.0 Presentations / Urgent Matters (6:20 PM)**

- 5.1 100th Anniversary Project—Video
- 5.2 Financial Update (pgs. 16-20)  
Jennifer Allen/Masood Makarechian
- 5.3 EFCL Growth Strategy—Final Review Before Submission (pg. 21)

**6.0 District Updates/Feedback**

**7.0 Decision Items (6:40 PM)**

- 7.1 Community Development Advisor (pgs. 22-23)
- 7.2 EFCL Business Directory (pgs. 24-25)
- 7.3 New Committees (pg. 26)
  - Risk Management Advisory Committee
  - Open Doors Initiative
- 7.4 Updated October Board Meeting Date
- 7.5 Staff Credit Card Spending Policy (pg. 27)
- 7.6 EFCL Strategy Document—Rollie Miles (pgs. 28-35)

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**Break 7:45 PM—8:00 PM**

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**8.0 Exemptions**

- 8.1 Executive Director's Report (pgs. 36-39)
- 8.2 Planning Advisor's Report (pgs. 40-46)

**9.0 News From The City Of Edmonton (pgs. 47-50)**

- 9.1 News From The City Of Edmonton

**10.0 Discussion Items (8:15 PM)**

- 10.1 Expansion of Memberships (pgs. 51-55)

**11.0 Correspondence**

- 11.1 To City of Edmonton Re: Rollie Miles District Park (pgs. 56-57)
- 11.2 City of Edmonton Response Re: Rollie Miles District Park (pgs. 58-59)
- 11.3 Edmonton Heritage Festival Association (pg. 60)
- 11.4 Affordable Housing Framework (pgs. 61-62)
- 11.5 Community Hubs Advancement (pg. 63)

**12.0 Work In Progress (pgs. 64-67)**

**13.0 District Updates/Feedback**

**14.0 Next Meeting/Announcements**

14.1 EFCL Board of Directors' Meeting— October 11, 2018

**15.0 Adjournment (9:00 PM)**

## 4.0 Approval of Minutes

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 4.1 – July 05, 2018 Draft Board Meeting Minutes  
**PREPARED BY:** Dana Mauer, Board Secretary

**Item 4.1**

**EFCL BOARD OF DIRECTORS REGULAR MEETING**  
**DRAFT Minutes**  
**Thursday, July 5, 2018 @ 6:00 p.m.**  
**EFCL Offices, 7103 - 105 Street, Edmonton**

<b>Attendance:</b> Trevor Elliott, Dist. D Leanne Rosinski, Dist. B Masood Makarechian, Dist. K Alison Poste, Dist. C			Fraser Porter, Dist. E Leanne Kohn, Dist. I Gavin Martinson, Dist. J Liz John-West, Dist. G	Rocky Feroe, Dist. F Jesse Watson, Dist. A Michelle Gosselin, Dist. L
<b>Regrets:</b> Ryan Barber, Dist. H				
<b>EFCL Staff:</b> Laura Cunningham-Shpeley			Allan Bolstad, Acting E.D.	
<b>Guests:</b> Sian Svendsen, CoE			Chris Miller	Crys Vanier, CitYzen Connect Carolynn Patton, CitYzen Connect
<b>Minutes:</b>			Dana Mauer	

### 1.0 Call To Order

EFCL President F. Porter called the meeting to order at 6:01pm. A Board quorum was present. F. Porter welcomed the guests in attendance. Brief introductions were done around the table.

### 2.0 Welcome and Introductions

### 3.0 Agenda Review

**18-07-05-01 MOVED:** "That the EFCL Board approve the July 5, 2018 Board meeting agenda with the following changes:

**Move Item 8.5 to 6.1**

**Move Item 8.6 to 6.2**

**By:** T. Elliott / A. Poste

**CARRIED**

#### **4.0 Approval of the June 14, 2018 Board Meeting Minutes**

**18-07-05-02 MOVED:** That the June 14, 2018 EFCL Board meeting draft minutes be approved as presented.

**By:** T. Elliott / R. Feroe

**CARRIED**

Regarding follow-up on June agenda Item 6.4, A. Bolstad reported he connected with former EFCL Board Member for District B, Ron Favell, who advised it would be a good time to contact Londonderry Community League with regard to collecting outstanding expense related to the EFCL taking over operations temporarily prior to the league's revitalization. L. Cunningham-Shepley advised she contacted the Londonderry Community League President and discussion has commenced.

#### **5.0 Presentations**

##### **5.1 CitYzen Connect App**

Crys Vanier and Carolyann Patton gave a detailed power point presentation on CitYzen Connect. They described CitYzen Connect as "...a proposed mobile application initiative/platform that is powered by the collaborators (i.e. EFCL, City of Edmonton, Make Something Edmonton, REACH Edmonton, and others) that gives citizens the power to customize their involvement in community building and volunteership from the ground up. It is an online vertically integrated profile that would enable neighbours to connect within their community within their city regarding common interests and concerns, which helps to promote volunteerism and community engagement. They outlined the many other possible functionalities and capabilities that the online digital application would provide, and gave examples. The app could potentially be a great communication and data base tool for Abundant Communities Edmonton. They spoke about the potential alignments with the EFCL, and their recent funding submission to REACH Edmonton. S. Cunningham-Shpeley clarified that the "ask" was that the EFCL openly support their request to REACH Edmonton for funding in order to develop the CitYzen Connect app, and agree to commit human resources from the EFCL staff in order to facilitate the implementation process. They would also ask the EFCL to participate in the working group of collaborative partners currently including REACH Edmonton and Make Something Edmonton.

Discussion and questions from Board members ensued. S. Stevenson commented that the City created a new team to specifically support and manage the Abundant Communities project. Further discussion and a motion was tabled until after the break.

## **6.0 Executive Director Update and Councillor Meeting Summary**

L. Cunningham-Shpeley provided a verbal summary of her written report on p. 17 of the agenda package, updating the Board on her first three weeks as Executive Director, including meetings with City Councillors. She thanked Board members for attending the meetings. A joint meeting with City Neighbourhood Resource Coordinators (NRCs) was also held regarding how to move forward together, and a report from the City is forthcoming. She attended the McLeod Community League open house for the new Matt Berry Facility as well as several other meetings. She advised that interviews for the EFCL Planning Advisor position were also underway. Planning for Community League Day is well underway, and the theme this year is "WELCOME". She drew the Board's attention to the summary of themes from discussions with Councillors. General discussion ensued regarding City Councillor feedback, their concerns and common themes that emerged. There was general discussion around community league concerns about impending cannabis legalization.

### **6.1 Growth Strategy to City Administration (moved from 8.5)**

L. Cunningham-Shpeley reviewed the EFCL staff's proposed Budget plan presented on p. 37-38 of the agenda package. A. Bolstad commented that the for many years the EFCL has struggled to provide all of the services that leagues and other stakeholders have requested, due to limited budgetary and staffing resources. The EFCL's extensive Strategic Plan and Growth Strategy were created several years ago in conjunction with consultants in order to develop a plan to grow the EFCL to meet all of its stakeholders' needs. L. Cunningham-Shpeley reviewed the implementation of the proposed four and eight-year budget figures in detail. Chris Miller noted that the incremental figures needed to be added to point #4.0 in the Budget request recommendation in Item 8.6. F. Porter reminded the Board that the City requires that the budget numbers be submitted first, and the detailed articulation of the EFCL's vision and strategy of the EFCL's growth plan will be presented to City Council subsequent to the budget request in August and November. The EFCL's goals will also be aligned to Council initiatives. Chris Miller outlined the "story" that will be communicated to Council subsequent to the budget submission.

### **6.2 2019-2022 Budget Submission to City of Edmonton (moved from 8.6)**

F. Porter reviewed the EFCL's proposed recommendation regarding the EFCL's four-year budget submission on p. 39 of the agenda package. Discussion ensued regarding planning and developing the narrative for the budget request. The plan includes creating a 5 - 6 page document with the assistance of Western Management Consultants for City Council. Minor changes were made to wording prior to approval.

**18-07-05-03 MOVED:**

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, and City Council 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 revenues in 2019, followed by increases of 30% in 2020, 30% in 2021, and 20% in 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.

By: M. Gosselin / L. Kohn

CARRIED

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

In addition to the written report in the agenda package, S. Svendsen spoke about the City's The Park Bench Newsletter and circulated some hard copies. There was an inquiry from L. Rosinski regarding some inaccurate edits made to the article content about the Sport ExplorerZ program.

**Action Item: S. Svendsen advised she would look into the editing, and clarification/quality control and report back.**

S. Svendsen highlighted the event listings in the newsletter noting the Flying Eagle Project at green shacks in some community Leagues, and that the deadline for applications for community members interested in sitting on the Guiding Coalition on Public Engagement Committee was July 6. She advised that City's meetings with the YMCA and Boyle Street Community League have third party communicators attending. She advised that the City had approved Balwin, Belvedere, and Inglewood as the next Revitalization areas. A sustainability and transition program is being developed for the former Revitalization communities of Alberta Ave and Jasper Place.



**Action Item: S. Svendsen to take F. Porter's suggestion back that the EFCL could have a role in this.**

- S. Svendsen reported that The Community Recreation Facility Master Plan is delayed and going before City Council in September, and they will meet with the Tier 1 Stakeholders beforehand (including the EFCL) to review the final documents.
- EFCL staff N. Begoray and R. Patel will be attending the Park and Amenity Resource Coordinator team meeting next week to understand more about these pilot roles.
- A Community Gardens workshop is scheduled for August.
- The Community Hubs report to Council is delayed to August. C. Shannon is arranging for someone from the City to come out and present to the EFCL.
- The CLIP grants and Stantec reports clarification is in progress.
- F. Porter inquired about follow up regarding other possible interim facilities for EFCL office space. S. Svendsen advised the Glengarry space is still in use.

## **8.0 Decision Items**

### **8.1 Rollie Miles Update**

L. Cunningham-Shpeley advised that the EFCL was informed it is not part of the functional program of the park, and reviewed her proposed recommendation on p. 18 of the agenda package. There was discussion at length prior to the following motion being passed and changes to the wording made. She advised that C. Johnson would be calling for a meeting to be set up in the next few weeks with the City to discuss this.

#### **18-07-05-04 MOVED:**

**That the EFCL send a letter(s) to the appropriate Deputy City Manager(s), indicating that as a long term stakeholder of the Rollie Miles Park facility we are deeply concerned that despite our involvement over the past few years our interest in remaining in this Park has not been mentioned in the Functional Program Report going to City Council for the park.**

**By: A. Poste / L. Rosinski**

**CARRIED**

## 8.2 EFCL Office Space Option in Matt Berry Facility

L. Cunningham-Shpeley reviewed the rationale for recommendation. Her suggestion is simply to put forward a proposal to express potential interests (it is not a statement of commitment). Discussion ensued.

**18-07-05-05 MOVED:** 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).

By: G. Martinson / L. Kohn

CARRIED  
(L. Rosinski abstained)

## 8.3 Communications Committee Terms of Reference

Discussion ensued regarding the draft Terms of Reference for the EFCL's Communications Committee appearing on p. 35 of the agenda package. There were a number of concerns brought forward by Board members regarding whether the committee is a staff committee or a Board committee. Consensus was clarification on this is needed. It was suggested to consult the motion the Board passed regarding the formation of the Communications committee, and to send back the TOR to staff for the appropriate revisions.

**Action Item: Staff (J. Booth and/or L. Cunningham-Shpeley) to revise the EFCL Communications Committee Terms of Reference in consultation with C. Johnson regarding committee governance, and refer to the motion previously passed by the Board as to whether or not the committee is intended as a staff or Board committee. The revised draft TOR can be emailed to Board members and voted on by email.**

## 8.4 Live Active Strategy

F. Porter clarified that the final amount approved by the Edmonton Sports Council for the Live Active Strategy was \$10,000. This correction on p. 36 of the agenda package was noted (\$4,000 should read \$10,000). No change to the motion was required.

## 9.0 Discussion Items

### 9.1 100th Anniversary Project Update

L. Cunningham-Shpeley advised that the promotional video will be sent out once approved. She directed the Board to N. Begoray's written update on p. 41 of the agenda package and reviewed the report highlights. F. Porter reminded the

Board of the motion that was passed to halt any further spending on the 100<sup>th</sup> Anniversary Project, and suggested that before a new Project Manager is hired, estimates and a Project Management budget needs to be provided to the Board. A. Bolstad commented that a new Project Manager is being sought for a number of reasons. Two different potential Project Managers have been spoken with both of whom would be able to provide services within the \$78,000 budget. M. Makarechian commented that there was also a motion passed in January that would need to be addressed. A. Bolstad outlined the process going forward. It was clarified that the Committee will present to the Board any Project Management proposal for approval. It was suggested that the reversal of the "no spending" motion can be voted on by email by the Board as necessary at that time. A. Bolstad and the Board congratulated L. Cunningham-Shpeley on the tremendous job her first month as the EFCL's new Executive Director. M. Makarechian thanked A. Bolstad for stepping in to assist the EFCL during the staff transition.

**9.2 Community League Day Theme**

L. Cunningham-Shpeley advised that staff was working on Community League Day packages for leagues and would be sending them out shortly. The suggestion was made to broadcast the theme to league a year in advance for event planning purposes.

**9.3 Gender Based Analysis Plus**

F. Porter confirmed that all Board members are expected to complete the online Gender Based Analysis training. She asked those that hadn't completed it to do so. A copy of a Certificate of Completion from work etc. is also acceptable.

**Action Item: A. Poste to resend the link to the training site to all Board Members.**

**Action Item: F. Porter reaffirmed her request for all Board Members to reach out to their community leagues and ask them to write to their City Councillor to affirm the importance of Community Leagues in Edmonton.**

**9.4 Partnering Agreement - Items for the September Meeting**

L. Cunningham-Shpeley referred to the EFCL's Partnering agreement with the City of Edmonton on pages 42 - 54 in the agenda package. A hardcopy of the Evaluation Framework created by EFCL and City staff was also distributed to Board members for review. In essence, the Framework is a way for the EFCL to measure and quantify the metrics outlined in the Partnering Agreement. Discussion ensued about the Evaluation Framework.

S. Svendsen strongly recommended that the EFCL complete the Framework document with C. Shannon for the purpose of presenting it as part of the Budget request to the City. G. Martinson reviewed that the Partnership agreement was signed off on in 2016 by EFCL Staff and the City, with the requirement that a measurement tool be put in place, thus the Framework document. The Framework document needs to be approved by the EFCL Board.

**Action Item: There is to be a vote by the Board to approve the Framework document in September. Board members to bring any questions. S. Svendsen strongly recommended completing the Framework and incorporating it as part of the Budget submission back-up documentation, as the review with Council was delayed from April due to EFCL staffing changes.**

## 10.0 Exemptions

**18-07-05-06 MOVED:** That agenda items 12.0 and 13.0 be exempted for discussion, and Item 11.0 be accepted for information.

By: T. Elliott / M. Gosselin

## 11.0 Correspondence - There was no correspondence.

## 12.0 Work In Progress

Updates included the following:

### **Ref. 6.10 - Alcohol, Tobacco and Cannabis Sponsorship - mark "In Process"**

F. Porter advised that it had recently come to her attention that there "...are significant regulatory road blocks (to the EFCL) accepting any donations in any meaningful amount, due to AGLC Regulatory Acts...". She suggested that in light of this, the EFCL not proceed with any donations from these types of companies.

**Action Item: Change status of Ref. 6.10 to "In Process" and ensure "Alcohol, Tobacco and Cannabis Sponsorship Discussion Finding and Follow-up" is added to the Winter RGM meeting agenda.**

### **Ref. 5.1 - Finance Committee Draft Terms of Reference - mark "In Process"**

F. Porter requested that EFCL Treasurer M. Makarechian draft the Terms of Reference for the Finance Committee (she advised she could provide a TOR template upon request).

**Mark Items 10.1, 6.5, 7.0, 8.2, 5.2 as "In Process".**

**Mark Items 6.3, 6.11, 6.1 as "Done".**

T. Elliott distributed flyers to Board members regarding the annual "Stars and Cars" family event happening July 21 at La Perle Community Hall with the theme "Celebrating Community Heroes" from various First Responder organizations. More details are available at [www.edmontonstarsandcars.ca](http://www.edmontonstarsandcars.ca)

Discussion ensued regarding the CityZen Connect presentation and their request for the EFCL's support. The Board went "in camera" for discussion. The following motion was made:

**18-07-05-07 MOVED:** That L. Cunningham-Shepley draft and email to EFCL Board members a letter of support for the CityZen Connect initiative; that it be mentioned in the EFCL Service Package; and that a follow-up meeting be arranged with interested Board members and the CityZen Connect project leads for further clarity and conversation.

**By: M. Makarechian / G. Martinson**

**CARRIED**

**13.0 District Updates / Feedback - Deferred in the interest of time.**

**14.0 Private Matters - The Board went 'in camera' for Private Matters at approximately 9:20pm.**

**14.1 Staff Organizational Chart**

**15.0 Next Meeting/Announcements**

**15.1 EFCL Board meeting - Thursday, Sept. 12, 2018, EFCL Offices**

**16.0 Adjournment - The July 2018 EFCL Board meeting adjourned at 10:05pm.**

**MEETING DATE :** September 13, 2018

**Item 4.2**

**AGENDA ITEM # :** 4.2 – E-Motion Project Manager For V-Squared

**PREPARED BY:** Allan Bolstad, Chair of 100th Ann. Project Steering Committee/Nora Begoray, Director of Business Development

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**Recommendation:**

**That EFCL hire a Project manager for the EFCL's 100<sup>th</sup> Anniversary Project to perform the following services:**

Phase 1 – Forensic Project Analysis  
- Development Plans and Strategy

Not to exceed quoted costs \$35,000

Completed by email; Moved Fraser Porter, Seconded Gavin Martinson (8 for, 0 opposed)

**Report:**

The EFCL's 100<sup>th</sup> Anniversary Project steering committee has recommended that we hire a new project manager – V-Squared Consulting Inc. - to help us reduce the cost of the overall project and oversee construction of the facility in Hawrelak Park.

As you can see on page 14 of the consultant' proposal (Attachment 1), the first task will be to review the project and the manner in which it was tendered in order to find cost savings for the EFCL. We feel this is an essential step as we need to get our costs more in line with our fundraising to date and hence a significant part of the consultant's time will be spent on this work.

The consultant's next task will be to work with the EFCL to restructure the project so that it is line with what the EFCL can afford to build. This may well include some changes in scope so that it better matches the amount of money we have been able to raise, when we are ready to go out to tender.

Following this, the consultant will then prepare the new tender package, oversee the selection of a general contractor as well as construction of the new facility.

It should be noted that the cost of the new project manager is significantly less than the \$78,000 we had budgeted and agreed to pay our original project manager – Urban Systems – to oversee construction of the project. In addition, we would have had to pay separately for the project review and costing analysis. **So the approval of this motion is not only within our current budget but represents a significant cost saving to the federation.**

We are recommending V-Squared Consulting Inc. for a number of reasons.

First of all, we had a good experience with the co-owner, Marius Veldtman, when he oversaw the assessment of approximately 20 community league halls for the EFCL in 2009/2010. We found him to be an excellent project manager, well organized and easy to work with. That experience is why EFCL hired him to do our original RFP to select the design team and project management services for our 100<sup>th</sup> Anniversary Project in 2012. He also volunteered his time to help us resolve a contract dispute we had with Urban Systems in 2014.

In addition, we are confident that V-Squared has a good understanding of the task at hand and is equipped with the skills and experience we need to help bring the costs of this project down, without compromising the overall integrity of the facility. We have very good feedback from our reference checks.

Finally, the proposal from V-Squared was approximately \$25,000 less than another bid we considered, also from a well-qualified firm.

It should also be noted that we need to get moving on the hiring of a new project manager straight away. Not only will it give potential donors more confidence in our project, but the City of Edmonton want a project manager's approval of a new construction schedule before it will agree to push back provision of its grant money from 2018 to 2019-2021. It is critical that this change in schedule be approved as we are in no position to start building the project this year.

The contract to hire a new Project Manager will include a provision to terminate the agreement should EFCL not proceed with the expected project tendering and construction. However, the Steering Committee is fully confident that this next step will provide the expert cost analysis and information needed to re-vitalize support and excitement for this once in a life-time project opportunity and we expect to provide a full project analysis report for the board in September.

## 5.0 Presentations/Urgent Matters

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 5.2 – Financial Update  
**PREPARED BY:** Jennifer Allen, Financial Advisor

**Item 5.2**

### EDMONTON FEDERATION OF COMMUNITY LEAGUES FINANCIAL REPORT SUMMARY Balance Sheet @ June 2018

	JUN 30, 2018
<b>ASSETS</b>	
<b>Current Assets</b>	
Petty Cash	\$ 2,045
Servus - Operating Bank	\$ 1,035,220
Servus - Casino Bank	\$ 64,009
Servus - Savings Bank	\$ 41
Servus - GIC (100th Anniversary)	\$ 506,275
Servus - GIC (Capital Power)	\$ 60,000
Servus - Common Shares	\$ 2
<b>Total Cash</b>	<b>\$ 1,667,591</b>
<b>Other Current Assets</b>	
Accounts Receivable	\$ 17,939
Accrued Receivables (2016)	\$ 17,909
Accrued Interest & Benefits Receivable	\$ 1,235
Londonderry Hall Receivable	\$ 7,835
GST Receivable	\$ 9,991
Prepays	\$ 7,559
<b>Total Other Current Assets</b>	<b>\$ 62,468</b>
<b>Total Current Assets</b>	<b>\$ 1,730,059</b>
<b>Fixed Assets</b>	
Office Equipment	\$ 127,473
Leasehold Improvements	\$ 216,645
Website Design	\$ 187,908
Computer Hardware	\$ 60,617
Computer Software	\$ 32,021
<b>Total Assets</b>	<b>\$ 624,663</b>
<b>Accum. Amort. Fixed Assets</b>	
Office Equipment - A/A	-\$ 116,357
Leasehold Improvements - A/A	-\$ 165,380
Website Design - A/A	-\$ 167,460
Computer Hardware - A/A	-\$ 52,644
Computer Software - A/A	-\$ 32,021
<b>Total Accum. Amort. Fixed Assets</b>	<b>-\$ 533,861</b>
<b>Total Fixed Assets</b>	<b>\$ 90,802</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,820,861</b>



**EDMONTON FEDERATION OF COMMUNITY LEAGUES  
FINANCIAL REPORT SUMMARY**

Balance Sheet @ June 2018

		<b>JUN 30, 2018</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$	30,869
Accrued Liabilities	\$	3,233
League Memberships Payable - SCU	\$	657
Vacation & Wages Payable	\$	45,771
Credit Card Payable	\$	4,574
<b>Total Current Liabilities</b>	<b>\$</b>	<b>85,104</b>
<b>Deferred Liabilities</b>		
Deferred - City of Edmonton	\$	298,943
Deferred - Property	\$	8,669
Deferred - Memberships	\$	16,272
Deferred - Infrastructure	\$	72,674
Deferred - Casino	\$	64,009
Deferred - 100th Anniversary - General	\$	620,725
Deferred - 100th Anniversary - Capital Power #1	\$	50,000
Deferred - 100th Anniversary - Capital Power #2	\$	10,000
Deferred - Green Leagues	\$	141,821
Deferred - Status of Women	\$	-
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>1,283,112</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>1,368,216</b>
<b>Equity</b>		
Retained Earnings	\$	172,843
Tangible Capital Assets	\$	78,228
Financial Stabilization Reserve Fund	\$	100,000
100th Anniversary Project Bridge Financing	\$	100,000
Net Income	\$	1,574
<b>Total Equity</b>	<b>\$</b>	<b>452,646</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$</b>	<b>1,820,861</b>

**EDMONTON FEDERATION OF COMMUNITY LEAGUES**  
**FINANCIAL REPORT SUMMARY**  
 January - June 2018

REVENUE		(Jan - Jun)	(Jan - Jun)		
	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>2017 Actual</u>	<u>2017 Actual</u>	<u>PYE</u>
Grant - Municipal - C of E	585,000	284,774	228,718	572,730	
Grant - Casino	36,000	16,598	2,386	2,386	
Grant - Green Leagues	70,000	34,643	48,745	153,229	
Grant - Prov/Fed - STEP/CSJ	14,400	5	-	13,184	- 4,000
Grant - Leadership - Status of Women	12,515	19,781	3,634	30,279	
Grant - Other	6,000	-	-	6,000	
Amortization - Deferred Contribution	-	-	-	6,816	
100th Anniversary Project	-	3,156	33,461	53,395	3,000
<b>Total Grant Revenue</b>	<b>723,915</b>	<b>358,958</b>	<b>316,943</b>	<b>838,019</b>	
Online Sales and Fees	45,000	33,685	29,053	61,590	15,000
Membership Dues	98,000	48,815	48,314	96,962	
League Supplies	28,000	22,285	24,360	24,652	
Bulk Purchase Pases - CofE	-	19,683	-	17,830	19,000
Re:Sound Fees	-	-	-	19,400	9,000
Facility Rental	-	1,045	1,210	1,110	1,000
Donations	-	182	-	-	180
Partnerships	30,000	-	5,000	25,000	- 10,000
Sponsored Events	15,000	1,750	14,922	23,971	
Programs	-	6,422	-	-	
<b>Total Operational Revenue</b>	<b>216,000</b>	<b>133,866</b>	<b>122,860</b>	<b>270,515</b>	
<b>TOTAL REVENUE</b>	<b>939,915</b>	<b>492,824</b>	<b>439,803</b>	<b>1,108,533</b>	
<b>COST OF GOODS SOLD</b>					
League Supplies	25,000	22,550	22,773	22,876	
Bulk Purchase - CofE Passes	-	18,298	-	16,975	- 18,000
Re:Sound Fee	-	-	-	13,774	- 7,000
Merchant Fees	12,000	6,008	5,926	11,820	
<b>TOTAL COST OF GOODS SOLD</b>	<b>37,000</b>	<b>46,856</b>	<b>28,698</b>	<b>65,445</b>	

## EDMONTON FEDERATION OF COMMUNITY LEAGUES FINANCIAL REPORT SUMMARY

January - June 2018

EXPENSES						
Advertising	10,000	4,150	587	3,794		
Bank Charges	600	4	160	160	400	
Consulting Fees	92,515	54,837				
Email & IT Support	1,300	5,567	5,148	10,189	- 9,000	
Facility Expenses	48,940	3,938	15,984	39,065	18,000	
Grant Contingency	-	-	-	4,211		
Goodwill/Recognition	2,000	596	417	1,043		
Governance	25,000	13,857	14,198	23,474		
Membership Dues	1,000	213	960	1,407		
Membership Campaign	-	-	-	1,560		
Office Expenses	17,400	7,645	7,042	15,394		
Parking	1,200	357	1,250	1,531		
Professional Fees	10,000	13,632	12,851	20,438		
Programs & Evaluation (Pg2)	44,500	22,553	9,828	55,531	- 10,000	
Green Leagues	5,000	2,963	42,430	98,508		
Corporate & Volunteer Appreciation	5,500	156	-	3,257		
Recruitment	800	1,504	132	163	- 1,000	
Subscriptions	500	74	-	-		
Wages & Benefits	630,104	299,296	258,895	613,163		
Website	4,000	-	615	3,690		
<b>TOTAL OPERATIONAL EXPENSES</b>	<b>900,359</b>	<b>431,339</b>	<b>370,497</b>	<b>896,579</b>		
<b>EBITA</b>	<b>2,556</b>	<b>14,628</b>	<b>40,608</b>	<b>146,509</b>		
Interest Revenue	8,500	10,955	4,881	10,266	5,000	
Non-Deductible Interest Expense	0	0	0	(5,550)		
100th Anniversary Project	(6,000)	(3,230)	(33,461)	(53,514)		
EFCL - Contribution to 100th Anniversary	0	(20,779)	0	0		
Strategic Plan Expense (2019-2022)	(5,000)	0	0	0		
Amortization Expense	(25,000)	0	0	(50,225)		
<b>NET INCOME</b>	<b>- 24,944</b>	<b>1,574</b>	<b>12,028</b>	<b>47,487</b>	<b>11,580</b>	

## EDMONTON FEDERATION OF COMMUNITY LEAGUES FINANCIAL REPORT SUMMARY

January - June 2018

REVENUE	2018 Budget	(Jan - Jun) 2018 Actual	(Jan - Jun) 2017 Actual	2017 Actual	PYE
** \$34,000 of Casino funds to be used by end of 2018.					

Account Descriptions:		2018 Budget	Jan-Jun 2018 Actual	Jan-Dec 2017 Actual	2017 Budget
<b>Expenses</b>					
	Northlands Day of Promo (K-Days)	\$ -	\$ -	\$ -	\$ -
	C.L. Service - Showcase	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Community Leagues - Leagues Alive/Training	\$ 13,000	\$ -	\$ 14,314	\$ 12,000
	C.L. Services - CLHeritage Days	\$ 6,000	\$ 3,035	\$ 5,499	\$ 7,000
	C.L. Services - CL Promo Arts/Heritage	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Promotional Items	\$ 6,000	\$ 1,633	\$ 5,791	\$ 6,000
	C.L. Services - Community League Day	\$ 8,000	\$ -	\$ 6,024	\$ 10,000
	C.L. Services - Comm. Dev. Workshops	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Cultural Brochure/program	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Rink Contest Party	\$ 1,500	\$ 1,021	\$ 752	\$ 1,500
	C.L. Services - Syrian Welcome Event	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Londonderry Membership Drive	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Talent Show	\$ -	\$ -	\$ -	\$ 1,000
	C.L. Services - Resource Guide	\$ -	\$ -	\$ -	\$ -
	C.L. Services - C.L. Board Training/Social Meeting	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Edo Nyland Planning Award	\$ -	\$ -	\$ -	\$ 500
	C.L. Services - Sports Bursary	\$ -	\$ -	\$ -	\$ -
	C.L. Services - Planning Workshops	\$ -	\$ 2,826	\$ 7,977	\$ 2,000
	C.L. Services - Programs & Evaluation	\$ 5,000	\$ 6,925	\$ 2,050	\$ 20,000
	C.L. Services - Planning Award	\$ -	\$ -	\$ -	\$ -
	Diversity & Inclusion	\$ -	\$ 261	\$ -	\$ -
	Volunteer Rock Event	\$ -	\$ -	\$ 8,408	\$ -
	Walking Program	\$ -	\$ 888	\$ 233	\$ -
	Great Neighbour Race	\$ 5,000	\$ 5,964	\$ 4,484	\$ -
<b>Total Community League Services</b>		<b>\$ 44,500</b>	<b>\$ 22,553</b>	<b>\$ 55,531</b>	<b>\$ 60,000</b>

**MEETING DATE :** September 13, 2018

**Item 5.3**

**AGENDA ITEM # :** 5.3 – EFCL Growth Strategy—Final Review Before Submission

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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To Be Presented at Meeting

## 7.0 Decision Items

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 7.1 – Community Development Advisor  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 7.1**

### **Recommendation:**

### **Report:**

Reports to Executive Director

The Community Development Advisor (CDA) will work to support the flourishing of Edmonton neighbourhoods using an Asset Based Community Development framework focusing on the strengthening of neighbour relationships (Social Capital) with a view to the increased agency of neighborhoods (Collective Efficacy).

Responsible for:

1. Development of an EFCL Community/Neighbourhood Development Institute for Edmonton region:

- CD Education: conferences, programs of study, curriculum
- Partnership with Academic institutions
- Partnership with CD expertise in Edmonton region.
- Partnership with Tamarack and ABCD Canada
- Partnership with ABCD Institute
- EG CDLI Calgary and Tamarack

2. Community Development Liaison:

- Bridging Single focus service provision with Community Leagues
- Bridging municipal social services with Community Leagues

\*CL as "Backbone Organization" in a Collective Impact Framework

\*See The Benefits of Neighbouring Doc.

3. Community Development Resourcing of Edmonton Community Leagues:

- Providing support and collaborative frameworks for Neighbourhood Community Development
- Support and co-supervision of paid/professional CD work in Neighbourhoods

### **Goal for the position:**

For the Leagues to start getting on board with ABCD (Asset Based Community Development) as this is the approach the city is endorsing. If we can be seen to be promoting this approach that is good for us this fall and beyond. Leagues often talk about having trouble getting volunteers- I believe this is all connected. If we can get Leagues to understand how to better connect with their neighbours/businesses etc., they will see greater engagement.

**Outcomes for the position:**

Increasing the formal connection between the EFCL and other municipalities/national organizations in the area of community development

Of increasing the opportunities for Community Leagues to engage in discussion and training on how ABCD practices can be used

**Rationale:**

This position complements the work that is already being done and would increase the visibility/ practicality of the EFCL with Leagues. Leagues are asking for practical support around engaging volunteers into the league- this approach will help them to frame their role as leaders in the community and understand the Asset Based Community Development model.

This position fits into our strategic plan/growth plan in the area becoming an organization that provides expertise in community development and engages communities in bringing forward great civic leadership.

**MEETING DATE :** September 13, 2018

**Item 7.2**

**AGENDA ITEM # :** 7.2 – EFCL Business Directory

**PREPARED BY:** Joanne Booth, Operations & Membership, Sr. Director

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**Recommendation:**

To increase revenue opportunities for the EFCL, and to provide an opportunity for businesses to gain exposure to our members through advertising in an EFCL business Directory.

**Background:**

As part of our Growth Strategy Plan, the EFCL has been looking at opportunities to add revenue. One opportunity would be to create a section on our web site for an online business directory. Companies would pay a fee for one year to be listed on our Directory.

The EFCL has 158 community leagues, with just under 2,000 board members. Each community league has an average of 300 to 500 households as members. All these people access the EFCL web site for information, resources, and more. In 2017, our website had 60,500 users, and 206,613 pageviews. So far for 2018, this is up just over 10%.

We often get calls from leagues looking for contacts in various businesses. Do we know of a plumber, an accountant, etc.?

This section our web site would allow individuals and businesses exposure for our members, would allow community league board members to find businesses looking to work with community leagues, and give the EFCL a source of advertising revenue.

We are proposing the website incorporate the following.

**Online Business Directory (Click here for information on how you too can advertise in this Directory) The companies listed here have paid to be listed in this Online Business Directory. The Edmonton Federation of Community Leagues does not endorse the companies listed here.**

**Asphalt/Paving**  
**Banking**  
**Construction Contractors**  
**Electrical**  
**Event Entertainment**  
**Ice Rinks/Recreation**  
**Insurance**  
**Landscaping**  
**Legal Services**  
**Maintenance**  
**Painting**  
**Plumbing**  
**Security**  
**Solar**  
**Waste Removal Services**





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

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### Advertise With The Edmonton Federation of Community Leagues

The Edmonton Federation of Community Leagues is launching an Online Business Directory listing on it's website.

Edmonton's 157 community leagues, with almost 2,000 board members, regularly access the EFCL's website for information and resources. We also receive direct contact from the general public, looking for information.

In 2017, our website had 206,613 pageviews from 60,500 users. We had 6,610 Twitter followers, with two event hashtags trending (Community league Day and Leagues Alive). Our bi-weekly E-News had 1,600 subscribers with an above-average open rate of 24%. Our Facebook page had 2,221 "Likes". So far for 2018, we have seen a 10% increase in these numbers.

#### Cost:

Basic: \$250.00

- Logo listed on our directory site for one year
- Direct link back to your website

Premier: \$500.00

- Logo listed on our directory site for one year
- Direct link back to your website
- One-time direct e-mail promotion to 2,000 board members, at timing to be agreed upon.
- Right of first-refusal to participating as noted sponsor in our Leagues Alive event
- Opportunity to provide promotional material/swag to EFCL's events/workshops

#### Disclaimer:

The Edmonton Federation of Community Leagues has the right to decline the advertising of any business that does not fit our advertising criteria, is in poor standing with the Better Business Bureau, or if we believe there has been an adverse change in the reputation of the business since listing. If delisted by the EFCL, you will be provided written notice and any part of the remaining prorated advertising fee will be forfeited.

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Edmonton Federation of Community Leagues – Est. 1921  
Representing Edmonton's 157 community leagues  
7103 105 Street NW  
Edmonton, Alberta T6E 4G8

[efcl.org](http://efcl.org)  
780.437.2913  
[info@efcl.org](mailto:info@efcl.org)  
Follow us on [Facebook](#), [Twitter](#) and [Instagram](#)

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 7.3 – New Committees  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 7.3**

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## **Risk Management Committee**

### **Recommendation:**

To create a Risk Management Advisory Committee to explore policy guidelines in areas that affect their league facility and/or licensed land specific to topics of cannabis, alcohol and smoking.

### **Report:**

In the lead up to the legalization of cannabis, leagues are looking for guidance in the areas of how to understand the impact on their league facilities (rentals) and licensed land. This group would exist on a short term (1 year) to support leagues in identified topic areas and answer any questions that come from Leagues.

#### Membership:

- Maximum of 2 board members
- Representative from Foster Park Brokers
- Representative from maximum of 2 Leagues
- Representative from COE
- 1 EFCL staff

## **Open Doors Initiative**

### **Recommendation:**

To create an Open Doors Initiative Task Force as an initiative of the Board of Directors- to address the urgent concerns regarding how to engage different demographics and newcomers to community leagues.

### **Report:**

Following the Cultural Outreach Project Report written in 2014 by Shahriyar Khan (then Community Development Officer) it has become clear that the EFCL continues to have work to do in engaging with different cultural groups, demographics etc.

With the recent success of the Community League Day Media launch in collaboration with the Edmonton Mennonite Centre for Newcomers of WELCOME!, along with conversations with Seniors groups- it has become apparent that we need to look at new approaches to support leagues in neighbour engagement.

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 7.5 – Staff Credit Card Spending Policy  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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**Item 7.5**

**Recommendation:**

For the board to adopt the following policy for management staff, on credit card spending allocations and purposes.

EFCL credit cards are to be used by management staff for the purpose of parking payments, resources/supplies for events, food purchases. EFCL credit cards are not to be used for personal expenses. Receipts are required as backup for all expenses, whenever possible an invoice for the purchase should also be obtained.

When there is an existing budget for the expense- the maximum credit card purchase is \$2000. Anything above that amount must have prior approval by the Executive Director.

Where there is not an existing budget for the expense- the maximum credit card purchase amount is \$250. Anything above that amount must have prior approval by the Executive Director.

**Report:**

Credit card payments need to be made electronically so that we avoid paying any late or interest charges, and to save on the cost of staff driving to and from financial institution to pay this bill specifically. This credit card expense policy is in place to guide expenses made. All receipts will continue to be provided to executive team for review, however this will not hold up payment of the bill.

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 7.6 – EFCL Strategy Document—Rollie Miles  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 7.6**



# Community Led Strategic Project Document

## EFCL Office Expansion

**September 17, 2018**

### Declaration of Officers

We, the undersigned Officers of the Organization, hereby represent to the City of Edmonton and declare that to the best of our knowledge and belief

- The information provided in this Strategy Project Document and appendices is truthful, accurate and complete
- The Community Organization is a member in good standing with Society Act and any other affiliated bodies
- The application is made on behalf of the organization with the Board's full knowledge and consent

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Second Officer/Director

\_\_\_\_\_  
Print Name

### Freedom of Information and Protection of Privacy (FOIP) Statement

Personal information on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* by the City of Edmonton, and will be used for the administration and management of Changes to Parkland. The aggregate data will be used by the City of Edmonton for planning and evaluation and may be shared with other agencies as deemed appropriate by the City of Edmonton. If you have any questions about the collection, use or disclosure of your personal information, please contact the City of Edmonton at 780-496-8178.

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## **1. Organization Profile**

The Edmonton Federation of Community Leagues is a non-profit society registered under the *Societies Act*.

Our vision is that Edmonton is a place where community is understood and valued, and where Leagues are seen as the mechanism for citizens to build great neighbourhoods and advocate for the city they want.

Our mission is to connect, represent and enable Leagues to preserve and promote the Community League way of life.

Our goal is to enhance the quality of life in Edmonton by supporting the community league movement through:

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

The membership of the EFCL is made up of the individual Community Leagues, with each of the (currently 157) Leagues having an equal vote. These Community Leagues are broken into 12 districts, and each of these districts elects one member to the Board of Directors of the EFCL. The Board sets the overall vision, mission and goals of the EFCL and employs an Executive Director to oversee the implementation of the vision, mission and goals.

The EFCL currently operates out of a facility in the Rollie Miles Athletic Fields leased from the City of Edmonton. The space is just under 5,000 square feet and we anticipate the space would meet our needs for the next 4 years. There is currently a proposal to replace our current space with a recreation centre at some point in the future.

The EFCL has been active in Edmonton for nearly 100 years and the way we provide services has continued to evolve over time. Over the last 10 years our direct support to leagues through a staffed model has increased to our current staff of 11 and our strategy is to grow our staffing contingent to 25-30 staff within the next 8-10 years to provide even stronger supports to

Community Leagues. We plan to realize this through the EFCL's Growth Strategy a document most recently reviewed in 2018.

## **2. Project Committee Terms of Reference**

A committee to investigate and manage the need for a new space will be formed. There will be three groups that support the project the EFCL staff, The EFCL board and representation from individual Community Leagues. Decisions will need to be referred to the board of directors based on the advice of this committee. Terms of Reference are attached as appendix 1.

## **3. Public Involvement Plan**

The EFCL, through the development of our growth strategy has already begun to explore the future needs of the organization and our key stakeholders. The completion of this strategy will be key to feeding information about our physical space needs into the project plan.

Given the nature of this project (a new or expanded office for the EFCL), there are several natural stakeholders for the project. We would work with these groups throughout the process to identify needs, refine the scope of the project and inform them of current and future developments.

EFCL Staff and Volunteers – The current staff & volunteers of the EFCL understand their space needs and would be key informants to the project going forward.

Community Leagues – The membership of the EFCL are the individual Community Leagues and they are the beneficiaries of the work we do, their input into the office around location and shared amenities will be important.

Community Meeting Hosts – Agencies that use our space on a regular basis are a smaller stakeholder in the development of the space. Currently these include: The City of Edmonton, Ringette.

The Community: We will want to speak with the representatives from the community where the office will be located to learn about their comments and concerns around development of our project.

## **4. Project Description**

### Opportunity / Problem

Two factors are key to defining the opportunity for the EFCL at this time.

1. The EFCL is in the early stages of forming a growth plan for the organization that would see us growing beyond our current physical capacity at the Rollie Miles office.
2. There is currently a plan under development to build a Recreation Centre in the Rollie Miles Athletic Field which would involve removing our current leased space. We have been in discussion with this group around the option of adding a 3<sup>rd</sup> floor to the planned structure for the EFCL office.

### Strategic Goals and Objectives

Our expanded space would need to house between 20-30 staff to allow for the growth of staffing projected in our Growth Strategy. While not all of these staff would be full-time, and while some of the staff would primarily be working off-site directly with Community Leagues much of the time, there will need to be space for those staff who will be in the office on a regular basis and co-working space for those staff primarily working off-site. Additionally, we would need space that can be used for workshops, meetings and gatherings that can host groups of up to 100 people, that can be divided into 2 spaces. Additionally, the space would need washrooms, a kitchen, copier room and storage space.

## **5. Demographics**

The community serviced by the EFCL are the individual Community Leagues. There are currently 157 Community Leagues active within the city, 3 additional Community Leagues that are in the process of forming and 1 proposed Community League. We serve these groups directly and provide some services (primarily membership sales) to the individual members of these organizations.

## **6. Context Analysis**

The Federation of Calgary Communities provided us with information from their operations. They currently lease a commercial space at a rate of roughly \$108,000/year. As a mid-sized non-profit organization, this cost is a high burden on them. If they had an alternative model (such as the one that the EFCL currently has) it would mean additional staffing supports to their Community Associations.

Non-profits throughout the city work in different circumstances. Two main categories are commercial lease or lease from the city. These can be further broken down into individual stand-alone spaces and shared spaces. On speaking with groups in a commercial lease, they find (much like the Federation of Calgary Communities) that the cost prevents them from making greater impact. When organizations share a space, often this barrier is reduced. The greatest impacts seem to be those organizations who have a lease with the City of Edmonton. As organizations are generally responsible for their operating costs, when they can share those costs with other agencies in shared spaces they can direct more funds towards impact.

A specific illustration of the benefit of a lease directly from the City is the use of licensed land by Leagues. Community Leagues have the benefit of licensed land on which they can build their facilities, this efficiency allows these small organizations to focus their resources directly on impact to their stakeholders.

## **7. Activity Based Needs Assessment**

As part of this process, we drew on three sources of data: we held a session with EFCL staff to discuss our needs, we surveyed the EFCL Board of Directors around our needs. We reviewed data from a recent survey of Community League members around the support role of the EFCL.

Community Group Led Project - Strategy Phase Document  
Page 5 of 7



### **Staff Feedback**

The needs assessment completed with the staff showed that currently the staff work primarily in 4 areas through our facility

1. Direct Support of Community Leagues: This was a wide-ranging area with a variety of supports centered around directly answering concerns from one or more Leagues. Many of these are answered by phone and by email, but some are also addressed through face-to-face meetings.
2. Indirect support of Community Leagues: Some of the work that the EFCL does could be considered indirect support. This includes much of the education and advocacy services that we provide. While not for the benefit of an individual League, these services provide benefits to many (or in some cases) all Leagues. Much of this work is holding training sessions, meetings and information gathering. This happens by phone, email, online and in person. The in-person sessions can have up to 50 attendees.
3. Administrative work that supports Community Leagues: This third category of work is made up of tasks that while they are not done in conjunction with Leagues, they show a benefit for the League. Examples of these activities are selling memberships, promoting Community Leagues and their events, ordering Community League supplies, research of issues impacting Leagues, meeting with organizations on behalf of Leagues.
4. Administration that supports the EFCL: The last category of work is the administrative work that is part of the operation of a non-profit society. This includes planning and holding board meetings, managing the finances of the EFCL, completing grant applications and reporting, and human resources management of the EFCL.

### **Board Feedback**

The needs assessment completed by the board....

### **Community League Feedback**

The survey of Community League Board Members was made up of an online survey and a follow-up in person focus group. In total there were 90 participants. They identified current work that the EFCL completes as well as additional support they would like to see from the EFCL.

Their impression was that main benefit that the EFCL provides to Leagues are:

- Skills development
- Membership support
- Communications
- Advocacy

When asked what should be improved, the participants said:

- Communications support should be expanded
- More support for advocacy is needed
- The EFCL needs to expand skills development into more operational areas
- There was also significant interest in having EFCL staff at more League meetings as a resource

## **8. Alternatives**

1. Relocation to an alternate City of Edmonton site. The EFCL has considered a number of alternate leasable spaces owned by the City. To this point, none have had the capacity to house our existing staff.
2. Relocation to a non-City of Edmonton site. The EFCL could lease space from a non-City of Edmonton landlord. To this point, the market rate seems to be at a level that would require us to reduce services based on our current revenue model.
3. Partnering with a Community League. The EFCL has begun to investigate the possibility of being included in the construction of an individual Community League.

## **9. Project Request Form**

The City Liaison will complete the Project Request Form and attach this document for Strategy Phase review.

## **10. Appendices**

Appendices to include:

- Project Committee Terms of Reference (see <http://edmonton.ca/ConstructionGuide>)

## COMMITTEE TERMS OF REFERENCE

**Project:** EFCL Office Expansion

**Committee:** EFCL Space Needs Committee

**Committee Chair:** TBD

**Date Adopted:** September 17, 2018

### TERMS OF REFERENCE

#### **Name and Type of Committee: Advisory Committee**

#### **General Purpose:**

- The committee will investigate and develop options to manage the space needs of the Edmonton Federation of Community Leagues (EFCL).

#### **Key Responsibilities (Scope of Authority):**

- Research solutions to the space needs for the EFCL office
- The committee will provide recommendations and advice to the Board of Directors and Executive Director of the EFCL.

#### **Composition and Appointment:**

- The committee will be comprised of 6 members
  - 2 members from the EFCL Staff
  - 2 members from the EFCL Board of Directors.
  - 2 members representing the individual Community Leagues:
    - i. 1 member will be from those Community Leagues north of the river.
    - ii. 1 member will be from those Community Leagues south of the river.
- Members from the EFCL staff will be appointed by the Executive Director.
- Members from the EFCL Board of Directors will be appointed by motion of the Board.
- Members from the individual Community Leagues will be appointed by motion of the EFCL membership.
- Appointments are annual, but may be renewed up to the completion of the project.
- The chairperson is appointed on an annual basis by motion of the committee.

#### **Meetings and Decision Making Process:**

- Meetings will be held at least 4 times per year, or more frequently if needed.
- Meetings may be called by the committee chair, the chair of the Board, or the Executive Director.
- Quorum for a meeting is 1/3 of the committee's members.
- Recommendations from the committee will be approved by a simple majority.
- Members of the committee have one vote.
- In the instance of a tied vote, the recommendation does not pass.

#### **Resources:**

- The committee may request staff support for their research.
- The committee will have staff support for minutes of the committee.
- Any other expenses must be approved as per the EFCL Bylaws.

#### **Reports:**

- Minutes will be reported to the Board of Directors and Executive Director following each meeting.

*[Confirm approval and acceptance of the terms of reference through the signature of the Project Sponsor.]*

**Signature:** \_\_\_\_\_

**Name:**

**Date:**

*Committee Terms of Reference.doc  
Template adapted from: Board Development Program,  
Alberta Community Development and Grant MacEwan College*

[ 1 ]

*12/06/06  
Form Rev. 1.0 2005/02/24*

## 8.0 STAFF REPORTS

**MEETING DATE :** September 13, 2018

**Item 8.1**

**AGENDA ITEM # :** 8.1 – Exec. Director Update And Councillor Meeting Summary

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

This summer has been filled with meeting new people, working on the Growth Strategy and learning more about all the work that the EFCL is involved with.

**July-** vacation from July 9-27- Thank you! My family and I enjoyed our trip away. In my absence, the management team rotated providing direction for a week at a time.

### **August/Sept- External meetings**

- Met with ED Russ Dahms- ECVO
- Invited to a Roundtable with Minister Goodale on public safety- met stakeholders from Pride Centre and Somalian community
- Participated in Heritage Days at the EFCL Welcome tent
- Attended Executive Committee of City Council on August 13th for Affordable Housing
- Invited to a Housing Town Hall with Parliamentary Secretary Adam Vaughn- CMHC guidelines and opportunities
- Met with City Transportation- Dennis Tetreault and Robert Hassel re: signage project for spring 2019
- EFCL Volunteer Appreciation event at Alfred Savage Centre
- Met with Councillor McKeen with Rocky Feroe
- Met with VSquared- Proposed PM for 100<sup>th</sup> anniversary
- YMCA-VP Kent Bittorf re: opportunities for YMCA to collaborate with Leagues to do summer camps
- Attended the Live Active Advisory Group meeting
- Met with the Boyle Street CL upon invitation to their meeting
- Attended Community Development Leadership and Inspiration Team Building- speaker Simon O'Byrne - hosted by Leo Campos
- Met with City of Edmonton regarding Civic Events and Festivals Strategy
- Met with Edmonton Social Planning Council ED Susan Morrissey regarding idea of working with them on a white paper on community engagement and affordable housing
- Met with Masood and Jen to discuss first 6 months financial statements
- Growth Strategy Meetings with Chris on going- and with board and staff
- Met with Co-Op Grocery Stores VP as they are donating to Leagues Alive and would like to be more involved with CL
- Met with Howard Lawrence
- Attended Fire and Flower Open House on Jasper Ave
- Met with Niki Anderson from COE for Community Hubs with Rocky Feroe
- Met with Urban Systems to go over the 100<sup>th</sup> Anniversary Project Financials
- Met with Tim Henderson- PEGASIS- Seniors Council
- Attended the Edmonton Faith Communities Talk Housing
- Attended the Inaugural Community Engagement Advisory Committee for the University of Alberta
- Community League Day Media Launch at Fraser Community League with the EMCN
- Spoke at Executive Committee Meeting on Community Hubs
- Met with Kings University students regarding research on 'The Benefits of Neighbouring'
- Meeting with Cheryl Whiskeyjack from Bent Arrow around further collaboration opportunities

**Training:**

August 23<sup>rd</sup>- Multicultural Health Brokers- *Intercultural Communications and Exploring Dynamics of Power* – all staff

Very impactful training for staff. Debrief following this training identified some changes we will make in our work with each other and Leagues. As well we identified the need for us to explore the idea of Diversity and inclusion committee that will work to inform and build bridges for us to other cultural groups.

Going forward: will include in E-News a section on ways leagues can be more welcoming to others (so far there has been an article on Halal foods at bbq's and including Seniors)

**New opportunities:**

- Meeting with PEGASIS- Tim Henderson
- Proposal of the creation of Diversity and Inclusion Committee
- Partnership with Bent Arrow to continue our Indigenous teaching and engagement work
- Ongoing Collaboration with EMCN

**Workplace Changes:**

In the last revision of labour standards, the Government of Alberta put new worker protections around working alone in place. To help us create a safe workplace, we have developed a process when you are in the office alone around arrival, check-ins and leaving the office.

**Arrival** – Check-in with Laura by text or phone call to let her know you are at the office alone (if Laura is not available, check-in with another member of the leadership team –Joanne, Nora or Colin)

**Check-in** – Every 2 hours, let the person you checked-In with know (by phone or text) that you are still in the office and everything is fine.

**Leaving the Office** – When you leave the office, let the person you check-in with know (by phone or text) that you have left the office.

Submission of Annual Return was done on September 4<sup>th</sup>, 2018

**Staff Reports:****Report – Governance & Programs**

**Healthy Leagues** – The pilot for Healthy Leagues Self-Assessment is complete and the tool is now available for Leagues to use. This will allow Leagues to take a closer look at their impact in the community.

**Office Hours** – Starting on September 20, Colin will be hosting weekly office hours on Thursday evenings at 7pm by webinar. People can log in to catch a 5-minute mini-seminar followed by 30 minutes for any governance questions that they may have.

**Leagues Alive** – We are hosting Leagues Alive on October 20, registrations are open now at early-bird pricing. Register by September 20 to take advantage of the discount.

**District J & District A Governance Workshops** – We are hosting two more governance workshops this year in District J (September 29) and District A (November 3).

Rollie Miles Facility – We are working on getting into the plan for the Rollie Miles Facility, this involves us completing the Strategy Phase of the Community Led Construction Projects process. As part of this we look at how we will consult with the community as we move forward, how we will make decisions on our future space, what other similar organizations are doing for space, how we plan to use the space and what alternatives for space there might be.

### **Report: Director of Business Development, Partnerships**

#### **Community League – Marketing & Awareness Campaign has been started.**

- Board members will be seeing ads in the digital media.
- Let us know what you see, think and hear!
- Let us know who is willing to be 'on call' for media interviews

#### **Imagine Canada Standards Program – Draft decision item attached**

EFCL aspires to be the model for our 157 Community Leagues. Our Strategic Goal: Building an Efficient Operations Model would benefit from our efforts to be an accredited Non profit organization – which means we meet a Canada-wide set of shared standards for charities and non-profits that demonstrate our capacity to effectively operate our organization in five fundamental areas of: Board Governance, Financial Accountability & Transparency, Fundraising, Staff management, Volunteer Involvement. It might take awhile to put the policies and procedures in place to strengthen and monitor our practices – The standards we need to meet are at a level designed for small organizations like ourselves ( 10 FTE or 3 million annual budget max ) and the accreditation – once achieved - will be valid for 5 years - so let's start now.

#### **100 Community League Plaza Project -**

- new project video on our website
- we are creating a new billboard sign for on-site
- applied for Heritage Council Grant
- Meeting with local government representatives to rally support
- Fundraising push to get sponsorship for the element nodes by year end
- COE and Servus credit union confirmed funding – documents being drawn up.
- Hiring new PM
- Creating a detailed project status report ( including financials ) for the General meeting. ( and the EFCL October board meeting)

#### **Community Project Process Working Group Committee**

This committee is just being created to review the City Auditors report that came out in August. If you are interested in listening to the discussion you can go to the [minutes](#) of the meeting which are currently in draft form. There are three documents from the meeting which can also be found with the link above but I have also included them following:

- [Council Report 6313](#) - Community Projects in Neighbourhood Parks Process
- The [audit report](#) which was an attachment to the above report.
- [Council Report 6315](#) - Administration Response - Community Projects in Neighbourhood Parks

The committee group will discuss the recommendations with representatives from the community and discuss ways to improve the process for the future.

A meeting is planned for September 25<sup>th</sup> at the EFCL office. I will be on the committee bringing my perspective which in addition to doing whatever we can to streamline admin tasks or create resources to assist leagues in making the overall process easier and lower cost – it is important to check in on important soft outcomes i.e. Were the volunteers involved happy to have been part of the project they stewarded and feel that the project was successful and will be a benefit? If our volunteers are not proud of their efforts, or do not feel like they contributed to creating a new wonderful amenity for their neighbourhood, and be willing to recommend the process to new volunteers in the future? - then the process still needs revision.

## **Report: Director of Operations/Membership**

### Heritage Days

Andrew did most of the preparation and organization for this event, and that was a huge help. But still required helping him figure out what was needed. This was his first Heritage Days and as we have a lot of new staff, few other staff were available to provide information. And of course, we all had to work a shift or two over the weekend. But it was great fun and a good chance to tell people about the EFCL, community leagues, and our 100<sup>th</sup> Anniversary project.

### Community League Day

August kept us all busy with the planning for Community League Day. Theme was planned, and I spent a lot of time running around to dollar stores to purchase kit filler to fit with our Welcome theme. Also ordered and organized other kit filler, i.e. Welcome invitations. Original delivery of the kits fell through and had to scramble to arrange and actually pick up the kits at the last minute. We were a week behind, but still managed to get it all done in time thanks to lots of help from Robin, Andrew and Colin.

Media advisory and launch of community league day planned for September 7<sup>th</sup>. Supervising/Assisting the planning for the event and being onsite during the event.

Additional prizing put together for leagues.

A steady stream of community league volunteers have been coming through the office to pick up their party kits. This is a great opportunity to connect with the league volunteers, answer any questions they have, and talk about their event. Sign out sheets are completed, and any events not registered, we will continue to collect the event information and our Communications Officer has been registering the event on behalf of the leagues. Registering their events through the Make Something Edmonton site has not gone as smoothly as we had hoped, and many leagues were not able to complete their registrations. Jasmin and I have done that for those leagues having trouble.

### EFCL Casino

Have been working with Donna Woodford to get the arrangements for the casino done. This includes getting our license and liaising with volunteers/potential volunteers. Most shifts are filled, but still looking for people for Tuesday, September 11<sup>th</sup>.

### Volunteer Appreciation

Sunday, August 19<sup>th</sup> saw all staff working the annual EFCL volunteer appreciation event. Great to get a chance to visit with our amazing volunteers in a relaxed environment and say a proper "thank you".

### EFCL Membership Sales

Sales of community league memberships increased heavily for the month of August due to fall sport registrations for hockey, basketball, and soccer. We paid out just over \$73,000 to leagues for over 2,700 transactions. This, of course, leads to an increase in trouble shooting the online sales, and lots of increased phone calls around purchasing community league memberships for youth sport. Particularly time consuming is assisting residents in newer areas of the City, to find out which is their league and assist with getting them a membership, as their address is not in our database.

**MEETING DATE :** September 13, 2018

**Item 8.2**

**AGENDA ITEM # :** 8.2 – Planning Advisor’s Report

**PREPARED BY:** Stephanie Kovach/Bev Zubot, Community Planning Advisors

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## **1. Affordable (Non-Market) Housing Framework – How to implement?**

On August 13, 2018, City Council Executive Committee approved City Policy C601 - Affordable Housing Investment Guidelines. This policy provides guidelines regarding the City of Edmonton's approach to evaluating affordable housing investments. Additionally, Policy C601 also supports an aspirational long-term affordable housing target of 16% within all of Edmonton's neighbourhoods.

In response to the proposed Policy, the Federation, Queen Mary Park CL and McDougall CL organized an August 1st meeting for leagues to discuss the proposal. They passed four motions which then became our recommendations to Council:

- Support an even distribution of affordable housing across the City.
- Include all forms of affordable housing, including social housing – shelter beds, transitional housing and supportive housing, within the definition of affordable housing.
- Place a cap of 10% on affordable housing per neighbourhood, with a minimum of 3%.
- Continue the moratorium on social/non-market housing in the 5 core neighbourhoods until an improved housing policy is implemented.

The Federation wrote a letter to Council outlining these recommendations and Mr. Shuttleworth of Queen Mary Park verbally presented the recommendations on behalf of EFCL and the 39 people and 15 neighbourhoods represented at the August 1st meeting.

The league representatives were uncertain about what would constitute an appropriate cap on affordable housing, but they *were* certain that non-market housing and poverty should not be concentrated in any one neighbourhood. Furthermore, they believed a cap would force funders and non-market housing builders to disperse their housing projects.

Council appeared to agree with the recommendations, except the recommendation to cap the amount of non-market housing in any one neighbourhood. However, they recognized the challenge of achieving an even distribution of non-market housing.

The Federation has been a long-time supporter of non-market housing and the dispersion model (EFCL Supportive Housing Position Statement, and EFCL Affordable Housing Position Statement, 2010). When reviewing draft affordable housing policies from the City, the EFCL Planning Committee has recommended a graduated cap – a cap of 5% for all neighbourhoods, and once achieved by most neighbourhoods increase the cap to 10%, and keep increasing the cap as needed.

Nevertheless, the provision of affordable housing and achieving an equitable distribution is complex. Is a cap on non-market housing the solution or are there other means to achieving a reasonable distribution? This is one of the key questions we hope to research in partnership with the Edmonton Social Planning Council.



## **2. Recreation Facility Master Plan & Community Hubs**

The draft Recreation Facility Master Plan unveiled in the spring made a commitment to provide indoor meeting/gathering spaces within a 5 km radius of residents. The Federation responded by stating this was too far apart; and we questioned whether the City was suggesting that community halls be 10 km apart.

In response the project team rewrote the Master Plan, making it clear that indoor gathering/meeting spaces was out of scope. Indoor gathering spaces will be provided by city partners and will be dealt with by the Community Hubs Initiative of Council.

A report on the mandate and approach of this Initiative is available on the [June 18 agenda](#) of Executive Committee. This agenda item was postponed to September 10<sup>th</sup>, thus there is an opportunity for the Federation and leagues to speak if they wish. The Federation has sent a letter expressing support for the project and expressing a desire to be very involved, given that the creation of community hubs is a core mission of leagues.

## **3. Light Efficient Community Policy Implementation – Phase 2**

Several years ago, under the leadership of passionate community league members, the Federation was instrumental in getting the City to adopt a Light Efficient Community Policy which would reduce energy consumption and light pollution. Phase 1 implemented a change in lighting practices on our streets and public places. Phase 2 aims to create an education program and bylaw changes for private property, or privately managed areas, including league licensed land. The Federation has been invited to participate in the first workshop of Phase 2 – September 21.

## **4. Land Development & Rezoning Consultations**

The City is rethinking why they consult when there is a land development application, and how. The Federation and a few league representatives have been invited to a September 26 workshop with City staff and industry people.

To prepare for this city workshop that could impact the future involvement of leagues in land applications, we have asked leagues to write down their experiences with Direct Control zoning applications. Direct Control Zoning is site specific and is unlike any other zone in the City. These types of unique zones with unique set of uses of the land and unique regulations have become very common. They tend to have a great impact on neighbourhoods. Consultations are very time consuming and stressful for leagues.

The Federation has invited leagues to a September 22 session on Direct Control Zoning. Based on the stories forwarded to us, we will analyze the common positive features and challenges of the consultation process, and collectively develop recommended changes which we can take to the City workshop.

## **5. Creating a Civics Director Manual & Course**

The Federation would like to create quick training opportunities for new league civics directors. The possibility of creating a manual specifically for civics directors is being explored with the City's Planning Academy staff. Ideally, the EFCL would work in partnership with the City to create the resources. This is ideal timing given that the format and audience for the Planning Academy is presently being reviewed by the City internally.

## **6. Dovercourt Community Visioning Pilot Project**

Dovercourt had a community visioning workshop in June. From this workshop they identified their values and broad vision for their neighbourhood. Throughout the summer and fall, community volunteers are hosting community conversations to flesh out their vision and goals on a broad range of topics such as making everyone feel included, meeting social and recreation needs, food security, sharing neighbourhood history, traffic safety, and land redevelopment. A written community vision is expected to be completed in 2018.

The learnings from this pilot project will be used to create a Community Visioning Toolkit for other leagues and will likely be available in early 2019.

## **7. Shaping Changes to the Zoning Bylaw**

A good portion of the work of the EFCL Planning Committee and Planning Advisor remains focused on reviewing and responding to proposed Zoning Bylaw changes that could impact the quality of life and health of the majority of neighbourhoods. We are preparing to respond to the following proposed changes:

- A) Make semi-detached housing a property right on all lots in the city, including lots presently zoned for single houses (RF1 & RF2 zones). Plus allow RF1 lots to be subdivided more than once, if the second subdivision is for semi-detached dwellings. This would encourage the creation of semi-detached housing rather than 'skinny houses' in large lot neighbourhoods. The Planning Committee is in support of this proposal because it would help retain the rhythm of the streetscape and would encourage a more efficient use of space. The EFCL Planning Committee is recommending the proposal be applied to the RF2 zone as well.

Additionally, we are recommending that the City conduct a public awareness campaign prior to the public hearing, letting the public know that these changes, along with greater opportunities for secondary suites, would allow existing large house lots to have 6 to 8 dwelling units and small house lots to have 4 units.

September 11, changes will be discussed by Council Committee.

- B) Allow garden suites to be up to 130m<sup>2</sup> (1400 sq. ft.) When garden suites/garage suites were first allowed in Edmonton, garden/garage suites were limited to 60m<sup>2</sup> (plus a double garage), and more recently the maximum was increased to 75m<sup>2</sup>. Now Administration is suggesting the upper limit be larger than most houses in mature neighbourhoods. In the past the Federation has asked for garden suites to be kept small to ensure housing is kept affordable, garden suites have low impact on water drainage, and secondly to ensure the neighbours are not severely impacted by shadowing and the blocking of sight lines and views. We believe positive neighbor relations are important.
- C) Allow tiny homes on wheels to be moved without a permit. This would allow people to live in mobile trailers in yards.

The latest proposal will be discussed at the September Planning Committee meeting. October 30, changes will be discussed by Council Urban Planning Committee.

## **9. Mature Neighbourhood Overlay**

We have also recently completed work on a number of items related to proposed changes in the City of Edmonton's Mature Neighbourhood Overlay (MNO) as discussed at the August 28<sup>th</sup>, 2018 Council Urban Planning Committee meeting:

Agenda Items of Interest:

**6.3 – Mature Neighbourhood Overlay Regulations**

**6.5 – Privacy Screening and Rooftop Terraces**

**6.6 – Options for Breezeway Connected Rear Detached Garages**

Background:

The Mature Neighbourhood Overlay (MNO) is a part of the Zoning Bylaw that contains Edmonton's "mature" communities and dictates how development may or may not occur within its boundaries ([neighbourhoods in the MNO can be viewed here](#)). The stated intent of the overlay is to preserve the character of existing communities by ensuring that new development "responds to the context of surrounding development." Some examples of this include tree lined streets, rear detached garages, and larger than average lots.

Effective September 1, 2017, changes were made to the MNO ([a summary of those changes can be found here](#)) with a review of those changes by Council's Urban Planning Committee (UPC) occurring on August 28, 2018. Below is a summary of the EFCL Planning and Development Committee's key actions regarding changes to the MNO:

**6.3 – Mature Neighbourhood Overlay Regulations**

Our position:

*Retain the requirement for consultation notices for Tier 3 Garage related variances 814.3(20), "Distance between Garage and Principal Dwelling" and 814.3(21), "Rear Detached Garage and Garden Suite Location"*

*Background:* In the past, in any neighbourhood contained within the MNO, when a variance to a regulation was requested it would trigger an "early consultation notification." This notice was intended to alert neighbours of a neighbouring property owners intent to build a structure outside of the MNO regulations and would give them a chance to submit their comments. Refinements to the MNO, effective on September 1, 2017, took away these notices for two garage related regulations: 1) Distance between garages and the principal dwelling and, 2) Rear detached garage and garden suite location (See images 1 and 2 below).

The PDC recommended to council that these notifications be retained because:

- Awarding variances to garage structures can impact neighbours (noise, pollution, shading, etc.)
- Giving early notice of variance encourages cooperation and collaboration amongst neighbours
- Early notices maintain trust between the City of Edmonton and its residents that that City is committed to supporting neighbours through the infill process

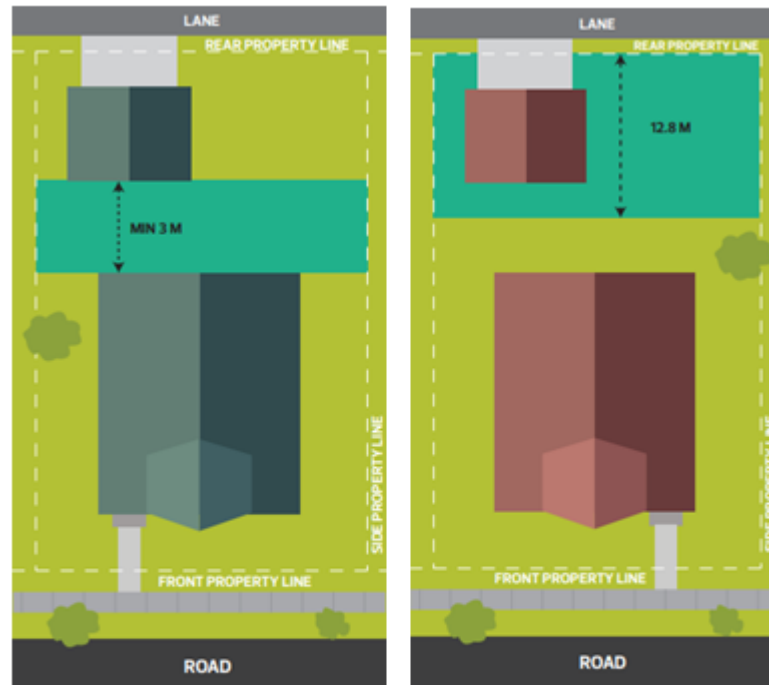


Image 1: Distance between garages and the principal dwelling (regulation 20)

Image 2: Rear detached garage and garden suite location (regulation 21)

**Outcome:** No action. Recommendations from Administration passed.

Council was concerned, but Admin assured them there was still an opportunity to issue variance notifications with the opportunity to appeal remaining, just that they would no longer call for early consultation. Admin justified this by saying community leagues and neighbours are overburdened with notifications and that they prefer notification for “more important” development such as Garden Suites.

*Support Administration’s proposal to eliminate the maximum Front Setback for principal residence additions and add the elimination of the maximum Front Setback for new principal residences.*

**Background:** The front setback regulation governs the distance between the front of a dwelling and the front property line. In mature neighbourhoods, it is not uncommon for these setbacks to be quite large. In the past, when a new house was being built, the developer was required to conduct a “block face survey,” which was the averaging of all front setbacks on the block to determine the setback of a new development. Under the new regulations, the maximum setback is determined by averaging the lots directly abutting the new development, but *only* to a maximum of 20% of site depth.

The EFCL Planning Committee recommended to Council that they eliminate the maximum 20% of site depth and restore the contextual block face regulations. The Planning Committee felt strongly about this because the new regulations have not only allowed large structures to be built that dwarf neighbouring residences, but have also created a scenario where a staggered block face (i.e. no uniformity in where the front of houses start on lots) will be inevitable in coming years as more and more houses are torn down and replaced.



Image 3: Photo of a development in Inglewood, Edmonton that illustrates the disharmony created with the new setback regulations.



Image 4: Photo of a development in Windsor Park, Edmonton that dwarfs its neighbour due to changes to front set back regulations.

Outcome: No action. Recommendations from Administration passed.

Council **firmly** stated they would not be revisiting the blockface survey to determine setbacks of new developments. However, a good discussion amongst Council members ensued thanks to Elaine Solez’s convincing presentation and powerful imagery from Windsor Park and Inglewood. Mayor Iveson suggested refining section 814.3(1) to allow consistency with abutting lot setbacks within 1.5m to be the trumping condition, not the 20% of site depth. Councillor Walters conceded that not every neighbourhood contained within the overlay is the same and that a one size fits all approach may not actually be appropriate. Councillor Esslinger stated that she sees how the front setback issue may have the potential to turn the public against infill in mature neighbourhoods. Discussion surrounding this issue appears to still be on the table. It is important that leagues continue to collect photos of infill homes with setbacks that are quite inconsistent to adjacent dwellings and/or out of character with the block, and share these with EFCL and Council.



## 6.5 – Privacy Screening and Rooftop Terrace

Our position:

*The EFCL provided Administration with a letter in agreement with their recommendations to 1) Retain the side step-back and side privacy screening on rooftop terraces and, 2) Eliminate the requirement for front and rear screening on rooftop terraces. Additionally, the EFCL recommended that if front screening WAS provided, that it be stepped back from the front façade.*

*Background:* The PDC recommended that the side step-back and side privacy screening on rooftop terraces be retained to ensure the potential for privacy concerns from abutting neighbours were mitigated, but that the front and rear screening requirement should be eliminated, and if provided, it should be stepped back from the façade in order to reduce the “massing” effect.

Outcome: Motion passed, “Where screening is provided, it must be step-backed by 1m” to reduce the potential for massing based on recommendations from the EFCL. Council agreed with the other recommendations from Administration that were also supported by the EFCL.

## 6.6 – Options for Breezeway Connected Rear Detached Garages

Our position:

*In agreement with Administration, support no change to the Bylaw, with no rear attached Garages via breezeway connection being permitted in neighbourhoods contained within the MNO.*

*Background:* The EFCL Planning Committee met with Administration working on the potential of allowing breezeways, which are enclosed walkways between two structures such as a house and a rear garage. The Planning Committee advised that they are not in support of breezeways as they are an inefficient use of land in a compact city and because they create significant visual barriers for neighbours, as illustrated in the photo below.



Image 5: Example of a breezeway connection in Highlands, Edmonton compounding the massing effect of an adjacent dwelling.

*Outcome:* No action, council agreed with Admin and the EFCL. No changes were initiated, and breezeways are allowable only with a variance.

## 9.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 9.1 – News From The City of Edmonton  
**PRESENTED BY:** Chantile Shannon, Citizen Services

**Item 9.1**

News from the City of Edmonton  
EFCL Board Meeting, September 13, 2018



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

#### **Help us Salute Deserving Edmontonians**

The City of Edmonton's Salute to Excellence Council is seeking nominations for its Citation and Performance Awards, which recognize achievements in arts and culture, sports and community service.

Citation Awards recognize individuals who have given more than five years of distinguished service as artists, volunteers or inspirational leaders. Performance Awards honour those who have gained outstanding recognition at the national or international level in sport or arts and culture.

If you are interested in submitting a nomination, forms can be found at [edmonton.ca/salute](http://edmonton.ca/salute). The deadline for nominations is September 14, 2018.

This year's Citation and Performance Awards Ceremony will be held on November 26 at City Hall.

#### **Building Community Through Recreation is Building Momentum**

Neighbourhoods Services', Building Community Through Recreation (BCTR) initiative has recently received a boost of energy with the appointment of a new lead for this work. The City mandate for BCTR is to "support neighbourhoods and local organizations to utilize recreation to build community connections" and is central to the way the Neighbourhood Services team supports communities.

Although BCTR is not a new initiative, this is the first time that there has been a permanent position tied to coordinating this work.

Current work includes:

- Revising the BCTR framework for staff in Neighbourhood Services
- Recreation Network Gatherings are currently being planned for eight geographic areas covering all Edmonton neighbourhoods - Neighbourhood Resource Coordinators will be connecting with community leagues in the coming weeks with more information
- BCTR will be featured as a workshop at this year's [ARPA conference](#) and [Live Active Summit](#)

For more information about BCTR, please contact Shireen Mears, Neighbourhood Initiatives Lead, [shireen.mears@edmonton.ca](mailto:shireen.mears@edmonton.ca), 780-496-3436.

## **Abundant Community Edmonton (ACE)**

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

The ACE Community of Practice will continue as scheduled on the second Saturday morning of every month, and on the 4th Wednesday evening to accommodate varying schedules. Everyone is welcome to attend the Leadership of ACE can come from anywhere in the neighbourhood. An individual citizen, small group of citizens or a neighbourhood organization can be the spark that ignites ACE in the neighbourhood. Typically, the Community League plays a key role in supporting, endorsing, and coordinating the initiative. Block Connectors initiate conversations with their neighbours to talk about their vision for their neighbourhood, mutual interests and activities, and the skills, abilities and experiences they would like to share with their neighbourhoods and the neighbourhood as a whole.

The Abundant Community Edmonton initiative has successfully been hosting ACE Practitioners' Gatherings for the past year. The August events were attended by 19 community members. These gatherings provide Block and Neighbourhood Connectors with the opportunity to share their stories, challenges, and experiences with other Connectors, as well as learn about new resources within the program. To reflect the grassroots and community-centred nature of this initiative, the ACE Practitioners Gathering has been renamed to the ACE Community of Practice.

Everyone is welcome to attend the upcoming sessions that best accommodate their schedule.

- Wednesday, Sept 26, 5:00 pm - 6:30 pm at the Valley Zoo (Otter Room)
- Saturday, Oct 13, 9:30 am - 12:00 pm at Central Lions Recreation Centre (11113 113 Street)

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

## **Noise Monitoring Pilot**

Starting in September, a four-month noise monitoring pilot will gather noise data from eight locations around Edmonton. The goal of this pilot is to determine the suitability of noise monitoring systems to detect, measure and identify vehicles making excessive noise. Four locations have display boards to help educate drivers on the noise their vehicles make. Four locations are testing noise-activated cameras that may show the equipment is capable of gathering evidence for enforcement purposes.

If the pilot project confirms the feasibility of using automated noise-detection equipment for the possible prosecution of excessive vehicle noise, City Council would need to approve the necessary bylaw before automated enforcement could begin. This would be followed by the purchase of equipment and set up of the program. A report on the noise monitoring pilot will go to Council in November.



## Share your Voice at Engage Edmonton

Edmontonians are invited to share their voices and help shape our City by attending one of six family-friendly Engage Edmonton events, from October 11 to November 15. There are convenient One-Stop Shop locations where everyone can provide their thoughts on up to 11 unique topics, including: Residential Waste, Bus Network Redesign, City Plan and Edmonton Bike Plan. There will be fun activities for all ages and we are serving up free food.

Visit [edmonton.ca/engage2018](http://edmonton.ca/engage2018) or call 311 for event details.

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

### Metro NW LRT Public Meetings

For more information, visit [edmonton.ca/metronw](http://edmonton.ca/metronw)

Learn more about the City's grade separation (tracks above, below or at street-level) recommendations and initial results of the summer online survey. Administration's final recommendations will be taken to City Council for approval as part of a non-statutory public hearing on November 6, 2018.

Date: Thursday September 13, 2018

Time: 5-7:30pm (drop-in)

Location: Spruce Avenue Community League, 10240 115 Ave NW

Date: Tuesday September 18, 2018

Time: 11:30am-1:30pm and 5-7pm (drop in)

Location: Castle Downs Family YMCA, 11510 153 Avenue

### Capital Line South LRT Extension Public Meetings

For more information visit, [edmonton.ca/capitalsw](http://edmonton.ca/capitalsw)

Learn more about the City's grade separation (tracks above, below or at street-level) recommendations and initial results of the summer online survey. Share your feedback on landscaping and the 'look and feel' around the recommended Twin Brooks Station and Operations Maintenance Facility.

Date: Tuesday September 18, 2018

Time: 5-8:30pm (drop-in)

Location: Ellerslie Rugby Park, 11004 Ellerslie Road

Date: Thursday September 20, 2018

Time: 5-8:30pm (drop-in)

Location: Johnny Bright School, 1331 Rutherford Road

## Upcoming Meetings, Events and Activities

Sept 26	ACE Community of Practice, 5:00 pm - 6:30 pm at the Edmonton Valley Zoo (Otter Room)
Sept 13	<a href="#">Metro NW LRT Public Meeting</a>
Sept 14-16	<a href="#">Kaleido Family Arts Festival</a>
Sept 15	<a href="#">Community League Day</a>
Sept 18	<a href="#">Metro NW LRT Public Meeting</a>
Sept 18	<a href="#">Capital Line South LRT Extension Public Meeting</a>
Sept 20	<a href="#">Capital Line South LRT Extension Public Meeting</a>
Sept 28	<a href="#">Orange Shirt Day Event</a> , 12-1pm, City Hall
Sept 28-30	<a href="#">National Indigenous Cultural Expo</a>
Sept 29	<a href="#">Nuit Blanche</a>
Sept 30	<a href="#">Free Admission Day</a>
Oct 13	ACE Community of Practice, 9:30 am - 12:00 pm at Central Lions Recreation Centre (11113 113 Street)

[Link to Council and Committee Schedules, Agendas & Minutes](#)

[Link to schedule of upcoming Council reports](#)

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**MEETING DATE :** September 13, 2018

**Item 10.1**

**AGENDA ITEM # :** 10.1 – Expansion of Memberships

**PREPARED BY:** Joanne Booth, Operations & Membership, Sr. Director

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**Recommendation:**

To expand types of memberships leagues may sell, outside of traditional memberships to residents within the boundary of a community league.

**Report:**

More and more organizations are looking to broaden their connection with their community. This could be a business looking to show support and to reach potential new customers; a church looking to connect and broaden their outreach; or a cultural organization looking to expand their members' understanding of where they live and how to integrate with the broader community. As community leagues are the heart and centre of the community, it is only natural that these groups want to be a part of their community league too. This strengthens a community league's position as the community's hub.

To accommodate this demand, to be welcoming and inclusive of all groups within their league boundaries, leagues wish to expand the types of memberships they may offer. Traditionally, membership has only been available to residents within the boundary of a league. Recently, this was expanded to allow Associate memberships, with the condition that the Associate member has already purchased first a membership in their home league.

This change would require a change to league bylaws to accommodate this proposed change. A sample bylaw change is attached. Membership would not carry voting privileges, and members would receive a version of the membership card, but would receive a membership "sticker" to display in their premises. Would suggest it be placed on their front door, or windows next to front door. Approximate size would be 5 x 7. Leagues could order this imprinted with their league information, or it could be ordered online through the EFCL and the EFCL would mail/deliver to the business/other non or not-for-profit organization.

**Suggested Membership Categories for Non-Residents:**

**Associate Membership:** Available to someone who lives outside the boundary of a community league, but would like to purchase a membership in another community league to access programming or show support. Associate membership assumes an existing membership in their home league. Associate membership is usually offered at a reduced rate. Member would receive a membership card.

**Business Membership:** A corporation or owner-managed enterprise doing business within the boundary of a community league, who wish to show support of their community league, and who wish to advertise that support on their premises. Member would receive a Membership Decal for placement in their premises. Suggested fees to be \$100.00 per year. EFCL would retain 25% of the funds. We may wish to expand this to Business Membership Gold, Business Membership Silver, Business Membership Bronze and have a sliding fee scale. Maybe \$500.00 for Gold, \$250.00 for Silver, \$100.00 for Bronze.

**Partner Membership:** A registered non/not-for-profit organization who wish to show support of their community league, and who would like to access some of the services, programs and resources offered by their community league. Would also include schools and government agencies. Member would receive a Membership Decal for placement in their premises. Suggested fees to be \$100.00 per year. EFCL would retain 25% of the funds.

## Suggested Bylaw Changes (Changed after Colin's input)

### Membership Definitions:

Leagues will probably require a change to existing league bylaws. Those changes will need to be done at a Special General meeting, advertised widely to the community 21 days prior to the Special General meeting. Not a regular meeting, and not the Annual General meeting.

At this meeting, the by-laws are discussed, and others are invited to come and contribute.

The minutes of that Special General meeting and a copy of the bylaws are taken to the Office of the Registrar in the Brownlee Building (10365 – 97 Street).

Below is a sample template that incorporates changes that may be required:

### Definitions

Where terms used in the bylaws are defined:

Member means a Member of the Society pursuant to Section ?? **(where membership is outlined)**

Voting Member means a Member entitled to vote at the meetings of the Society pursuant to Section 4 **(where that is referenced in membership section)**

Article 4– Membership **(I'm going to use number 4 to start this section, as in our template but it should follow your league's bylaw numbering)**

## 4. Membership

**4.1.** The Membership of [Organization] includes Voting Members and Non-Voting Members.

**4.1.1.** A Voting Member is any individual who has paid the membership fee of [Organization] within the current membership year, who live within the boundary defined in Article 2, AND who have submitted a completed "Member Registration Form" to the [Organization] Board of Directors.

**4.1.1.1.** Honorary membership may be granted to individuals who have contributed to the organization in an outstanding way. Individuals may be nominated for honorary membership by Special Resolution at any General Meeting. Honorary memberships have all the same rights and privileges as other memberships, but do not expire with time.

**4.1.1.2.** The Voting Membership of [Organization] is entitled to vote at general meetings (Annual and Special) and to attend Board of Directors meetings.

**4.1.1.3.** A Voting Member of [Organization] may be a Voting Member Not in Good Standing if that Member has intentionally acted to harm the organization, as determined by the Board of Directors. Voting Members Not in Good Standing are not entitled to vote at general meetings (Annual and Special) or to attend Board of Directors meetings.

**4.1.2.** There are 3 categories of Non-Voting Members:

**4.1.2.1.** Associate Member: Is a non-voting member, non-resident within the boundaries described in Article 2, who wishes to support the league or participate in identified programming, and who has first purchased and presented a membership in his or her home league.

**4.1.2.2.** Business Member: Is a non-voting member (any business, corporation, or owner-managed enterprise) located with the defined boundaries of the League.

**4.1.2.3.** Partner Member: Is a non-voting member (any registered non/not-for profit organization, church, cultural, school or government agency located within the defined boundaries of the League.

**4.2.** Membership may be terminated by the Member submitting a request in writing to the Board of Directors that his/her Membership be terminated.

**4.3.** A Member of [Organization] may be Expelled from the Membership of the organization by a vote of seventy-five percent or more (≥75%) of the Board of Directors.

**4.3.1.** Members of [Organization] who are being considered for Expulsion are entitled to notice forty-eight (48) hours before the vote by the Board of Directors, an opportunity to defend themselves before the Board of Directors immediately prior to the scheduled vote and notice on the result of the vote within forty-eight (48) hours of the vote.

**4.3.2.** Expulsions from the Membership of the organization are effective immediately upon the completion of the vote to expel.

**4.3.3.** Members who have been Expelled from the organization are entitled to an Appeal, wherein a Special General Meeting shall be called, and the status of the Expelled Member shall be confirmed or overturned by a vote of two-thirds or more (≥⅔) of the Membership present at the Special General Meeting. Members are only eligible to vote on the expulsion of another Member if they were a

registered Member of the organization at the time of the incident which resulted in expulsion.

#### **4.4. Membership Fees**

- 4.4.1.** The membership year is September 1 to August 31.
- 4.4.2.** The Board of Directors decides annual membership fees for each category of voting members at the Annual General Meeting of the community league.
- 4.4.3.** The Board of Directors adheres to annual membership fees for each category of non-voting members, decided by a vote of all community leagues at the EFCL Annual General Meeting.

**Then, under the section that refers to The Governance of the Society, need to add something about board composition to cover if Associate/Business/Partner members (non-voting members) may hold office and if so, how much of the board may encompass non-benefit members.**

### **5. Governance**

#### **5.1. Board of Directors**

- 5.1.1.** [Organization] shall be governed by a Board of Directors consisting of not less than seven (7) and not more than twelve (12) Directors.
- 5.1.2.** The Board of Directors shall be elected at the Annual General Meeting of the [Organization] by the voting members. In order to be elected to the Board of Directors, a candidate must be a voting member of the [Organization] and must receive the support of a simple majority of those present at the Annual General Meeting.

Sample Membership Decal

Approximate size would be 5" by 7". Depending on how much control the EFCL has, I'd like it tailored to reflect the name of the league they are joining.

Current door stickers for resident members are 2" x 2":



I would propose:



## 11.0 CORRESPONDENCE

Item 11.1

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 11.1 – To City of Edmonton Re: Rollie Miles District Park  
**PREPARED BY:** Fraser Porter, EFCL Board President



Linda Cochrane  
City Manager  
City of Edmonton

Dear Linda,

July 6, 2018

I am writing today to let you know that the Edmonton Federation of Community Leagues (EFCL) is firmly opposed to the Rollie Miles District Park Functional Program Plan and would like to see its approval delayed until our office situation has been resolved.

As you know from the time you worked with us, the EFCL has successfully operated out of a city-owned building in this park for nearly 50 years. It has served our needs very well, as it is centrally-located and easily accessible by our members and the general public, which is vitally important to our operation.

We have also poured about \$150,000 into office renovations and building improvements in recent years, to help ensure that the facility is in good shape and adequately serves our needs. So its demolition, in accordance with the park plan, will result in a major setback to our organization and potentially places us in a very difficult financial situation.

We are also very disappointed with the park planning process that was recently undertaken, as we were clear from the start and through all of the meetings that we valued this location and wanted to stay here. If it was impossible to keep this building, then we said we would like to relocate to the new recreation facility.

Unfortunately, the new Functional Program plan makes no mention of the EFCL whatsoever. It doesn't say anything about our needs or desires or any of the positions we have taken to date. In fact, it leaves the reader with the impression that we don't even exist.

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Representing Edmonton's 157 community leagues  
7103 105 Street NW  
Edmonton, Alberta T6E 4G8

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In recent meetings with city staff, we were told that the functional plan we submitted on March 15, which contained a design for about 5,000 sq. ft. of office space in the new recreation centre, was not sufficient. We were told that we need to supply a business plan which describes why we need to remain at this location and the alternatives we have explored.

While this does not match our objectives – as stated earlier we would prefer to remain here – we are prepared to undertake this work and have started the process. We have recently reviewed the rental situation at the city-owned Orange Hub, have initiated talks with one of our leagues (McLeod) about a joint venture and plan to engage a commercial realtor to investigate commercial opportunities. We also intend to look further into joint use opportunities with other non-profit organizations.

We expect to complete this review by the end of August and will be happy to share our findings with the city at that time.

In the meantime, we want to reiterate our opposition to the Rollie Miles District Park Functional Program Plan and would like to see its approval delayed until our office situation has been resolved.

We would welcome any assistance you could provide in that regard.

Thank you very much for considering our request.

Sincerely yours,

Fraser Porter  
President  
Edmonton Federation of Community Leagues

cc. Mayor Don Iveson and City Councillors  
Ken Block, Acting Deputy Manager, Citizen Services  
Adam Laughlin, Deputy City Manager, Integrated Infrastructure Services

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**MEETING DATE :** September 13, 2018

**Item 11.2**

**AGENDA ITEM # :** 11.2 – City of Edmonton Response Re: Rollie Miles District Park

**PREPARED BY:** Jason Meliefste, Branch Manager, Infrastructure Planning & Design

**Integrated Infrastructure Services**  
Infrastructure Planning & Design

City of Edmonton  
12th Floor, Edmonton Tower  
10111-104 Avenue  
Edmonton, AB T5J 0J4

Tel.: 780.423-4857  
Email: [jason.meliefste@edmonton.ca](mailto:jason.meliefste@edmonton.ca)

[edmonton.ca](http://edmonton.ca)



July 18, 2018

Ms. Fraser Porter  
President  
Edmonton Federation of Community Leagues  
7103-105 Street NW  
Edmonton, Alberta T6E 4G8

Dear Ms. Porter:

Thank you for your letter of July 6, 2018, in which you shared your concerns about the future redevelopment of Rollie Miles Park and the potential impact to your current office location.

The Edmonton Federation of Community Leagues (EFCL) continues to be an important partner to the City of Edmonton and the broader community league network. In support of this, and with the understanding that EFCL currently operates from an existing facility on this park site, your input is imperative to the development of the Rollie Miles Athletic Field District Park Master Plan and the subsequent facility functional program.

Working with many partner groups requires collaboration to establish common goals and objectives, clearly define needs, explore alternatives, and development of a business case. This work supports future decisions on how best to integrate EFCL's requirements both in the short and long term.

The functional program for a new facility on Rollie Miles Park includes the information gathered by the City to meet the community priority elements within the facility. The final functional program does not currently include EFCL's requirements at this time knowing, as acknowledged in your letter, EFCL is currently exploring alternative facilities and developing your organization's business case. However, this does not preclude the future potential partnership opportunity to include EFCL in the next phase of the project, if funding to advance the planning and design is approved by City Council. A complete functional program with space requirements and a business case for the EFCL's operations will be important in informing decisions.

The City will continue to work closely with the EFCL to integrate your requirements in order to meet your mandate, long-term vision and complete a business case. If you have any further concerns, or would like to discuss further, please contact Ms. Pascale Ladouceur, Director Facility Planning & Design at 780-423-5031 ([pascale.ladouceur@edmonton.ca](mailto:pascale.ladouceur@edmonton.ca)).

Yours truly,



Jason Meliefste  
Branch Manager  
Infrastructure Planning and Design  
Integrated Infrastructure Services

cc: Linda Cochrane, City Manager  
Mayor Iveson and City Councillors  
Ken Block, Acting Deputy City Manager, Citizen Services  
Adam Laughlin, Deputy City Manager, Integrated Infrastructure Services  
Chantile Shannon, Director of Neighbourhood Strategy and EFCL Liaison  
Pascale Ladouceur, Director, Integrated Infrastructure Services  
Elaine Solez, Rollie Miles Park Advisory Committee

**MEETING DATE :** September 13, 2018

**Item 11.3**

**AGENDA ITEM # :** 11.3 – Edmonton Heritage Festival Association

**PREPARED BY:** Laura Cunningham-Shpeley, Exec. Dir./Fraser Porter, EFCL President

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August 9, 2018

Edmonton Heritage Festival Association  
Executive Director, Jim Gibbons

Dear Jim,

Edmonton Heritage Festival Association and EFCL have a supportive partnership engaging non profits across Edmonton and Alberta during your annual Heritage Festival. The members of organizations profiled at your exceptional festival are often our members, and also citizens in neighbourhoods across Edmonton and the Capital region.

EFHA gives a unique opportunity for the cultural values of all Edmontonians to be inclusively supported and positively profiled in its annual event. Your event, of such stature and enjoyment it is currently under the review of UNESCO for world heritage status after its 30th year, and actively promotes the celebration of diverse citizens and cultures across our great city.

EFHA's loss of a nominal cost storage lease from Hawrelak park is a surprise to the community. Rising rents are continually challenging organizations financial capacities. Additionally sponsorship dollars reduced by the economic downturn have challenged the capacity of events and organizations such as the EFHA and EFCL. Similarly, one of our primary supporters, the City of Edmonton, is faced with downward pressure on property taxes, increasing facility costs and the expectation to support Edmontonians cultural endeavours where possible. A recent example of innovative solutions is the setup of the Orange Hub where non-profits share office space to reduce rental costs and the city has synergized supporting nonprofits.

EFCL is a city wide network of nonprofits here for all Edmontonians. We are here to listen when you let us know what we can do to ease this transition. We can engage our member leagues to seek solutions and partnerships in this challenging time.

Let us advocate together for continued support by all levels of government for vital non-profits such as the EFHA and EFCL. As active nonprofits serving Edmontonians we are stronger together and have common interests. We will always strive for partnerships and emphasis on cooperation to reduce costs and pressures to non profits across Edmonton. Our city is welcoming, diverse and interconnected because of events and associations such as yours.

Please contact our staff or Executive Director Laura Cunningham-Shpeley should you see a solution in us reaching out to our network to notify them of your space requirements.

Sincerely,|

Laura Cunningham-Shpeley  
Executive Director  
Edmonton Federation of Community Leagues  
[laura.cshpeley@efcl.org](mailto:laura.cshpeley@efcl.org)

Fraser Porter  
President  
Edmonton Federation of Community Leagues  
[president@efcl.org](mailto:president@efcl.org)

CC: City of Edmonton; Chantille Shannon  
Councillor Ben Henderson Ward 8  
EFHA Board  
EFCL Board

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 11.4 – Affordable Housing Framework  
**PREPARED BY:** Fraser Porter, EFCL Board President

**Item 11.4**



August 10, 2018

Dear City Council Executive Committee,

**Re: Agenda Item 6.1, August 13, 2017 - Affordable Housing Framework**

The postponement of the affordable housing agenda item provided time for leagues to get together to discuss the proposed Affordable Housing Framework, which was news to them. The Federation, Queen Mary Park Community League and Central McDougall Community League organized an August 1st meeting for leagues.

While most people were holidaying or out enjoying a relaxing summer evening, 39 dedicated community leaders from 15 different neighbourhoods met to discuss affordable housing because they believe affordable housing is important and they care about their neighbourhoods.

After much discussion, they passed four motions – recommendations to Council:

1. Support an even distribution of affordable housing across the City.
2. Include all forms of affordable housing, including social housing – shelter beds, transitional housing and supportive housing, within the definition of affordable housing.
3. Place a cap of 10% on affordable housing per neighbourhood, with a minimum of 3%.
4. Continue the moratorium on social/non-market housing in the 5 core neighbourhoods until an improved housing policy is implemented.

Please take their suggestions seriously and provide opportunities for tweaking the affordable housing policy. Hopefully there will be further public engagement, and this will lead to additional changes to the affordable housing policy so that the distribution of affordable housing happens, rather than being merely aspirational.

**Re: Agenda Item 6.2, August 13, 2017- Affordable Housing Advocacy Strategy**

Based on the August 1 meeting attendance, there should not be a problem getting community people involved in creating an Engagement Charter.

The creation of an engagement toolkit for and with leagues is important. Hopefully it could also be used for affordable housing projects which are not city funded. Several league volunteers have committed to helping the Capital Region Interfaith Housing Initiative develop an engagement toolkit. Perhaps there could be a collaboration with the City.

There is much work to be done and the Federation is willing to assist as best we can within the limits of our resources.

Regards,

A handwritten signature in black ink, appearing to read "Fraser Porter", with a long horizontal flourish extending to the right.

Fraser Porter, EFCL President



**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 11.5 – Community Hubs Advancement  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 11.5**



September 7, 2018

Dear Council Executive Committee members,

Re: Community Hubs Advancement

The Federation is excited about the proposal to support the advancement of community hubs. After all, the creation of community hubs is a core mission of Community Leagues.

Leagues provide outdoor amenities and often indoor spaces, which are easily accessible to the local community. League indoor and outdoor spaces are places that encourage social gatherings and provide spaces for people to congregate and connect in both planned and incidental ways. Leagues facilitate community involvement in the creation of community spaces, gardens and art that strengthens citizen's sense of place and connectedness.

Leagues animate the community spaces in partnership with numerous other groups and organizations, such as sports organizations, senior and youth groups, cultural groups, recreation providers, civics groups, social service providers, schools and local businesses.

The effectiveness of league community hubs is variable; and leagues could do more with additional partners and resources to enhance local community hubs. Thus, we are hoping that through our initial discussions with administration we can move forward in partnership to create spaces that serve neighbourhood needs.

The Federation looks forward to fully participating in the public engagement stage of this project in partnership with the City with engaging community leagues.

Best Regards,

Laura Cunningham-Shpeley,  
Executive Director

**c.c:** EFCL President- Fraser Porter  
Niki Anderson- City of Edmonton

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## 12.0 WORK IN PROGRESS

**MEETING DATE :** September 13, 2018  
**AGENDA ITEM # :** 12.1 – EFCL Work in Progress  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 12.1**

MEETING DATE	REF.	ITEM	STATUS
2017/01/12	9.0	<b>Sub-dividing Community Leagues</b> The EFCL to work with the City to set up some processes regarding how to subdivide an existing community league. (There are processes in place for boundary changes, but not for the creation of new leagues from within old ones.)	In Process
2017/03/09	5.1	<b>Finance Committee Draft Terms of Reference</b> R. Hoyle to forward a draft TOR that she recently helped to develop for another committee. D. Jakubec will email a "doodle poll" to determine the first Committee meeting date/time.	In Process
2017/04/13	3.4	<b>Community Gardens</b> Guide to be edited, posted on the EFCL website, as well as hard copies made available for community leagues.	In Process
2017/09/14	11.0	<b>District Updates/Feedback</b> 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	<b>Human Resource Policy Review and Approval</b> Add this item to January agenda. Board Members to review the draft revised EFCL HR Policy document in preparation for the January 2018 Board meeting. D. Jakubec to email a version of the draft HR Policy document clearly showing what the old policy was, and what the proposed changes are.	In Process
2018/03/08	5.2	<b>Ice Rink Costs</b> "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."	In Process
2018/04/12	8.2	<b>Evaluation Framework for EFCL and City of Edmonton Partnerships Agreement</b> "Chair F. Porter asked that all Board members review Item 8.2 in the agenda package, and email their comments to her."	In Process
2018/05/10	5.4	<b>EFCL Website Overview</b> "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."	Done



<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2018/06/14	6.1	<b>EFCL Growth Strategy</b> That the Board approve proceeding with Phase 1 of the Strategic Growth Plan to be facilitated by Consultant David Muddle from Western Management Consultants.	Done
2018/06/14	6.3	<b>Live Active Program Extension</b> 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.	Done
2018/06/14	6.4	<b>Londonderry Community League Receivable</b> 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	<b>EFCL Office Space</b> 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.	In Process
2018/06/14	6.10	<b>Alcohol, Tobacco and Cannabis Sponsorship</b> 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.	In Process
2018/06/14	6.11	<b>Gender Based Analysis Plus</b> That this Item be tabled to the July meeting.	Done
2018/06/14	7.0	<b>News From the City of Edmonton</b> C. Shannon suggested arranging a Community Hub presentation from City staff at the next board meeting.	In Process
2018/06/14	10.1	<b>CLIP Program Update</b> C. Shannon advised she would follow-up with James to obtain more specifics on the statistics columns in the Stantec document.	In Process

MEETING DATE	REF.	ITEM	STATUS
2018/07/05	6.2	<p><b>2019-2011 Budget Submission to City of Edmonton</b>  That the EFCL provide a four-year budget submission (2019-2022) to the City of Edmonton that features the following:</p> <ol style="list-style-type: none"> <li>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, and City Council initiatives.</li> <li>2. An increase in the EFCL's budget to approximately \$2.4 million and an increase in its staffing levels to approximately 25 FTEs.</li> <li>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.</li> <li>4. An increase of 20% in both the City's annual operating grant and other EFCL revenues in 2019, followed by increases of 30% in 2020, 30% in 2021, and 20% in 2022.</li> <li>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.</li> </ol>	
2018/07/05	7.0	<p><b>News From the City of Edmonton</b>  S. Svendsen advised she would look into the editing, and clarification/quality control and report back.  And  S. Svendsen to take F. Porter's suggestion back that the EFCL could have a role in this.</p>	
2018/07/05	8.1	<p><b>Rollie Miles Update</b>  That the EFCL send a letter(s) to the appropriate Deputy City Manager(s), indicating that as a long term stakeholder of the Rollie Miles Park facility we are deeply concerned that despite our involvement over the past few years our interest in remaining in this Park has not been mentioned in the Functional Program Report going to City Council for the park.</p>	
2018/07/05	8.2	<p><b>EFCL Office Space in Matt Berry Facility</b>  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).</p>	
2018/07/05	8.3	<p><b>Communications Committee Terms of Reference</b>  Staff (J. Booth and/or L. Cunningham-Shpeley) to revise the EFCL Communications Committee Terms of Reference in consultation with C. Johnson regarding committee governance, and refer to the motion previously passed by the Board as to whether or not the committee is intended as a staff or Board committee. The revised draft TOR can be emailed to Board members and voted on by email.</p>	

MEETING DATE	REF.	ITEM	STATUS
2018/07/05	9.3	<p><b>Gender Based Analysis Plus</b></p> <p>A. Poste to resend the link to the training site to all Board Members.</p> <p>And</p> <p>F. Porter reaffirmed her request for all Board Members to reach out to their community leagues and ask them to write to their City Councillor to affirm the importance of Community Leagues in Edmonton.</p>	
2018/07/05	9.4	<p><b>Partnering Agreement—Items for the September Meeting</b></p> <p>There is to be a vote by the Board to approve the Framework document in September. Board members to bring any questions.</p> <p>S. Svendsen strongly recommended completing the Framework and incorporating it as part of the Budget submission back-up documentation, as the review with Council was delayed from April due to EFCL staffing changes.</p>	
2017/07/05	12.0	<p><b>Work In Progress</b></p> <p>Change status of Ref. 6.10 to “In Process” and ensure “Alcohol, Tobacco and Cannabis Sponsorship Discussion Finding and Follow-up” is added to the Winter RGM meeting agenda.</p>	
2017/07/05	12.0	<p><b>Work In Progress</b></p> <p>That L. Cunningham-Shepley draft and email to EFCL Board members a letter of support for the CitYzen Connect initiative; that it be mentioned in the EFCL Service Package; and that a follow-up meeting be arranged with interested Board members and the CitYzen Connect project leads for further clarity and conver-</p>	