



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, October 10, 2019

DINNER: 5:00 PM / MEETING 6:00 PM TO 9:30 PM

LOCATION: EFCL Office, 7103—105 Street, NW

EFCL Board Planning Calendar October, November, December, 2019

October

2019

- 03 LGBTQ2 Workshop (Board And Staff)
- 10 EFCL Board Meeting
- 16 Fall General Meeting
- 26 Leagues Alive
- 30 EFCL Planning & Development Committee Meeting

November

2019

- 14 EFCL Board Meeting
- 14 Let's Talk About Governance Workshop
- 27 EFCL Planning & Development Committee Meeting

December

2019

- 12 EFCL Christmas Board Meeting
- 25-02 EFCL Office Closed

**Edmonton Federation of Community Leagues
Board of Directors Regular Meeting
EFCL Offices, 7103—105 Street, NW
Thursday, October 10, 2019, Dinner 5:00 PM / Meeting 6:00 PM
AGENDA**

Item 2.0

- 1.0 Call To Order**
- 2.0 Welcome And Introductions (2 minutes)**
- 3.0 Agenda Review (pg. 3) (10 minutes)**
 - 3.1 Motion To Approve Agenda
- 4.0 Approval of Board Minutes**
 - 4.1 Approval of September 12, 2019 Board Meeting Minutes (pgs. 4-14) (3 minutes)
- 5.0 Election of EFCL Board President—Colin Johnson**
- 6.0 Review of Community League Day Success (pgs. 15-16)**
- 7.0 Decision Items (7:15 PM)**
 - 7.1 Great Neighbour Race (pgs. 17-18)
 - 7.2 Motion: Historic Funding From EFCL to 100th Anniversary Project (pg. 19)
- 8.0 Exemptions**
- 9.0 News From The City of Edmonton (pgs. 20-22)**

————— **Break 8:00 PM to 8:15 PM** —————

- 10.0 Discussion Items**
 - 10.1 Discussions Between Staff, Online And With GSuite Documents (pgs. 23-25)
 - 10.2 100th Anniversary Project Update (pgs. 26-30)
 - 10.3 General Meeting Discussion of Roles And Speakers (pgs. 31-32)
 - 10.4 Strategic Planning Next Steps For The Board (pg. 33)
 - 10.5 HR Committee Call For Leadership And Members (pg. 34)
- 11.0 Private Matters**
- 12.0 District Updates**
- 13.0 Reports**
 - 13.1 Executive Director's Report—To Be Provided At Meeting
 - 13.2 Service Package Document For Distribution (pgs. 35-36)
- 14.0 Work In Progress (pgs. 37-41)**
- 15.0 Next Meeting/Announcements**
 - 14.1 EFCL Board of Directors' Meeting, at EFCL Office— November 14, 2019
- 16.0 Adjournment (9:00 PM)**

4.0 Approval of Minutes

MEETING DATE : October 10, 2019
AGENDA ITEM # : 4.1 – September 12, 2019 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 4.1

EFCL BOARD OF DIRECTORS REGULAR MEETING

DRAFT Minutes

Thursday, September 12, 2019 @ 6:00 p.m.
EFCL Offices

Attendance:

Liz John-West, Dist. G
Ryan Barber, Dist. H
M. Makarechian, Dist. K

Anita Lunden, Dist. J
Leanne Rosinski, Dist. B
Giselle General, Dist. D

Michelle Gosselin, Dist. L
Dallas Bartel, Dist. I

Regrets:

Rocky Feroe, Dist. F
Jesse Watson, Dist. A

Martin Narsing, Dist. C

EFCL Staff:

L. Cunningham-Shpeley
Michael Barnard

N. Begoray
Rayna Gopaul

Guests:

Chantile Shannon, CoE

Scott Varga

Minutes:

Dana Mauer

1.0 Call to Order

EFCL VP External R. Barber called the September EFCL Board meeting to order at approximately 6:00pm. A Board quorum was present.

2.0 Welcome and Introductions

Brief round table introductions were done, including new EFCL staff members Michael Barnard and Rayna Gopaul who briefly outlined their roles and the upcoming EFCL projects they are working on. Rayna will be rolling out the "Tipi Teachings Project" which is a community-level Reconciliation Project, to interested community leagues on a first come-first served basis (there is budget for one league per District, 12 leagues in total). This program is being delivered in cooperation with the Bent Arrow Traditional Healing Society as well as others. She distributed an information handout for Board members to share with their leagues for interested leagues to contact her directly. A hall is not necessary to host the program. She will also be doing education with staff and the Board.

Michael is the new Green Leagues Program Coordinator, running the Green Leagues Program which helps to facilitate community league sustainability initiatives, including solar projects, green energy audits, energy efficiency retrofits, and runs Energy Workshops. In the spring there will be a series of Energy Workshops with speakers on sustainability planning, solar energy, energy efficiency planning, green grant writing,

and climate adaptation workshops. He will keep staff and Board members posted on any potential changes to Provincial or civic funding of green programs and initiatives.

Action Item: L. Cunningham-Shpeley to email electronic version of handouts.

3.0 Agenda Review

3.1 Motion to Approve Agenda

19-09-12-01 MOVED: "That the EFCL Board approve the September 12, 2019 Board meeting agenda with the following changes:

- Add "8pm Time Specific Item - EFCL 100th Anniversary Project Update"
- Item 6.0 - Private Matters moved to end of agenda
- Item 5.3 changed to "Motion to Approve Signing Authority of EFCL Board Executive"
- Item 8.0 – Board Elections moved to Item 4.3

By: R. Barber / L. Rosinski

CARRIED

It was noted **Item 5.3 - Motion to Amend** Signing Authority with Servus Credit Union, was approved at the August 10, 2019 Special Board Meeting, and minuted as Motion **19-08-10-02.**

4.0 Approval of Board Meeting Minutes

4.1 Approval of July 11, 2019 Board Meeting Minutes

19-09-12-02 MOVED: That the July 11, 2019 EFCL Board meeting draft minutes be approved as presented.

By: G. Grant / M. Gosselin

CARRIED

4.2 Approval of August 10, 2019 Special Board Meeting Minutes

19-09-12-03 MOVED: That the August 10, 2019 EFCL Board meeting draft minutes be approved as presented.

By: L. Rosinski / G. Grant

CARRIED

4.3 Board Elections

Chantile Shannon from the City of Edmonton presided for the EFCL Board Executive Elections.

Election of new EFCL President

C. Shannon advised that EFCL Board members Ryan Barber and Liz John-West were self-nominating to let their names stand for election of EFCL Board President. She called for any other nominations for the position of President. There were none. Both candidates confirmed they wished to let their names and agreed to speak to their nomination.

R. Barber recognized resigning EFCL President, Fraser Porter, for her service to the EFCL as President over her term and the tremendous amount of EFCL work and change she oversaw while President, including the EFCL's Growth Strategy, meetings with City Councillors, the 100th Anniversary Project, onboarding a new E.D, creating an HR Committee and policy, dealing with hall rental challenges, among other matters. He then spoke about his motivations, vision and goals as the prospective EFCL President. L. John-West then spoke at about her motivations, vision and goals as the prospective EFCL President.

Paper ballots were then cast by the eight Board members present, and counted outside the room by C. Shannon and D. Mauer.

C. Shannon announced it was a tie vote with four ballots for each candidate.

The EFCL Bylaws and Roberts Rules were consulted, and discussion ensued at length. It was agreed that the will of the Board should prevail. Suggestions and comments were shared and discussed around the table. The following motion was made:

19-09-12-04 MOVED: That there be a five minute question period for the two EFCL President nominees, followed by a re-vote, and in the event of a second tie vote, that the election be postponed to the October Board meeting.

By: L. Rosinski / M. Gosselin

CARRIED

Approximately 10 minutes was taken for Board members to ask the candidates specific questions, to which they responded. The first set of ballots was marked and set aside. Discussion ensued and as EFCL VP Internal L. Rosinski indicated she was unable to assume the role of EFCL Interim Board President, it falls next to the VP External. R. Barber agreed to act as the Interim President.

19-09-12-05 MOVED: That EFCL V.P. External R. Barber be appointed Interim EFCL President until an election can be held at the October Board meeting.

By: L. Rosinski / M. Gosselin

CARRIED

5.0 Decision Items

5.1 Notice of Motion for Fall General Meeting for Tipi Teachings Project Expenses

19-09-12-06 MOVED: That the following motion be presented at the Fall General Meeting:

"Resolved that the 2019 EFCL Budget be adjusted by \$37,000 to allow for the expenses of the Tipi Teachings project funded by Canadian Heritage."

By: M. Gosselin / A. Lunden

CARRIED

L. Cunningham-Shpeley advised that a large federal grant as received by the EFCL for the Tipi Teaching Project. Because the expenses of the project will exceed the 3% variance in the 2019 EFCL budget that is allowed under Item 16.6 of the EFCL Bylaws, Membership approval is required. There was discussion at some length regarding the technicalities around about the necessity for Membership approval for a specific grant project for which grant monies received must specifically be spent.

Action Item: M. Makarechian to research the need for, and draft an exclusion amendment clause to the EFCL Bylaws regarding the need for Membership approval to spend grant monies received for specific projects.

5.2 Motion - Terms of Reference for Community Inclusion Committee

L. Cunningham-Shpeley asked that the recommended motion be tabled as the Committee had not yet met since its formal event at the end August. She suggested at the next Committee meeting, that the term "Board Committee" be reviewed, and for Chair M. Makarechian ask them to determine if they wish to be a Committee that reports to the EFCL Board or a "bottom-up" Working Group.

19-09-12-07 MOVED: That the approval of the Terms of Reference for the EFCL Community Inclusion Committee be tabled to the October Board meeting.

By: M. Makarechian / G. Grant

CARRIED

5.3 Motion to Update EFCL Signing Authority

19-09-12-08 MOVED: That Fraser Porter be removed as a signing authority on all EFCL bank accounts effective immediately.

By: M. Gosselin / A. Lunden

CARRIED

5.4 Motion - Historic Funding from EFCL to 100th Anniversary Project

L. Cunningham-Shpeley reviewed the recommendation, reviewing the rationale and background for as outlined on page 24 of the agenda package. The recommendation was moved. L. Cunningham-Shpeley addressed Board members' questions providing clarification on several points. Discussion ensued at length.

19-09-12-09 MOVED: That the EFCL identify \$20,000 that was committed to the project in 2013/2014.

By: A. Lunden / L. John-West

After discussion, the motion was withdrawn.

EFCL Treasurer M. Gosselin suggested postponing the motion until she can obtain further clarification from the EFCL Financial Officer.

Action Item: Postpone further discussion of this recommendation to October Board meeting (include this item on October agenda).

Action Item: M. Gosselin to meet with EFCL Financial Officer J. Allen to obtain further clarification regarding and report back to the Board by email as she will be away for October Board meeting.

5.5 Motion - Approval of Financial Statements, January to June, 2019

EFCL Treasurer M. Gosselin advised that she had reviewed the statements in detail, including requested several backup documents. She and the EFCL Financial Officer are discussing a clearer format for the financial statements. She and L. Cunningham-Shpeley highlighted and provided clarification for several line items in the financials.

19-09-12-10 MOVED: That the six-month January to June EFCL Financial Statements be approved as reviewed and discussed.

By: M. Gosselin / L. Rosinski

CARRIED

8pm Time Specific Item - EFCL 100th Anniversary Project Update

A two-page handout from Avison Young entitled "Board Report: Progress Update 3" was distributed to Board members. L. Cunningham-Shpeley advised that work has now commenced at the EFCL Plaza site in Hawrelak Park, and it is vital that Board members remain up-to-date on the Project's status and ask questions.

Project Manager, S. Varga, and EFCL Business Development Officer N. Begoray, reviewed the points outlined in the Progress Update in detail, highlighting specific aspects of the engagement of the General Contractor, Stanley Construction, and the revised Funding and Municipal Improvement Agreement with the City of Edmonton. They addressed Board members' questions. L. Cunningham-Shpeley advised that photos and progress updates will be posted on EFCL social media and in the E-News that can be shared by Board members and community leagues. Pre-arranged site tours are also possible for interested community leagues and their members.

5.6 Letter to Festival and Events Groups of Hawrelak Park

L. Cunningham-Shpeley prefaced the following recommendation put forward by the 100th Anniversary Committee to the EFCL Board:

Recommendation: That the EFCL Board discuss requesting an apology from the Park Festival(s) regarding misinformation and derogatory/damaging comments made in the media about EFCL Staff and Project volunteers.

19-09-12-11 MOVED: That the EFCL Board discuss Item 5.6 under Private Matters.

By: M. Makarechian / M. Gosselin **CARRIED**

5.7 Draft Agenda for Fall General Meeting

L. Cunningham-Shpeley asked for any feedback on the preliminary draft agenda items on p. 29 of the agenda, and what other items Board members would like to see on the agenda.

19-09-12-12 MOVED: That the EFCL Board approve the Draft RGM Agenda electronically.

By: M. Gosselin / D. Bartel **CARRIED**

Action Item: L. Cunningham-Shpeley to send a Doodle poll to Board members regarding a meeting date/time to discuss the agenda.

5.8 Ratification of E-Motion -100th Anniversary Project GC Decision, August 30, 2019

19-09-12-13 MOVED: That the EFCL Board ratify for the record, the following electronic motion that was approved unanimously by the EFCL Board on August 30th, 2019:

The following recommended motion was forwarded to all EFCL Board members by email, by the Executive Director on August 29th, 2019. It was moved by Ryan Barber, and seconded by Dallas Bartel. All District representatives voted in favour of the motion by noon on August 30.

"I accept the (following) recommendation of the 100th Anniversary Committee and move that the Board approve Stanley Construction as the General Contractor for the 100th Anniversary Project:

The 100th Anniversary Committee recommends to the EFCL Board that Stanley Construction be hired for the 100th Anniversary Project as the General Contractor.

Moved by: Allan Bolstad - Chair

Seconded by: Lindsay Smith - Committee member

**Supported unanimously by the GC Selection
Subcommittee members Nora Begoray, Anita Lunden, L.
Cunningham-Shpeley Cunningham-Shpeley, Michelle
Gosselin**

By: M. Gosselin / L. Rosinski

CARRIED

6.0 Private Matters (in camera) - Moved to the end of the agenda

7.0 News from The City of Edmonton

7.1 News from The City of Edmonton

C. Shannon highlighted items outlined in the written report published on pages 31-33 of the agenda package. Additionally, she advised that the new "City Plan" is underway. The City Plan is the guiding document for the City for the next 10-15 years and will look at the outcomes, or "Big City Moves" that the City wishes to change, including "Policy Intentions" and "Policy Directions" which will replace the City's previous "The Ways" documents (The Way Ahead, The Way We Live, The Way We Move). There is a core stakeholder group of approximately 100 people, including representation from broad group of individuals from all neighbourhoods, various service organizations, and multicultural groups. The EFCL has a seat as well. There will be five meetings held monthly until January 2020. Additional opportunities for citizens to be engaged will be advertised as well. She requested that Board members share the information when available with their community leagues. L. Cunningham-Shpeley advised Board members that several approved City Plan documents were available in their folders, as well as on-line on the City's website. L. Cunningham-Shpeley advised that several Public Engagement events were coming up at shopping malls and will be advertised to leagues. It was agreed that an EFCL Board member(s) should attend the Stakeholder group.

M. Makarechian and A. Lunden volunteered to attend the Stakeholder meeting on behalf of the EFCL Board with L. Cunningham-Shpeley. L. Cunningham-Shpeley advised that the meeting are late afternoon, and that packages are available both on the Google drive and City's website.

Action Item: L. Cunningham-Shpeley to advise M. Makarechian and A. Lunden of the City Plan Stakeholder meeting details.

C. Shannon reported regarding an organization called "The Canturberry Group" who have approached some community leagues across the city regarding providing space for preschool/early learning opportunities. The group wants to

offer their programs/service in community league halls and are seeking a dedicated space over a longer period of time. Discussion ensued. C. Shannon advised there are specific Provincial requirements that have to be met before the City is able to consent the ability for community leagues to sublease. There are many steps involved and City legal is the process of vetting the process. Discussion ensued.

Action Item: C. Shannon to forward relevant information to all NRCs and to L. Cunningham-Shpeley to share with Board members and community leagues.

Action Item: L. Cunningham-Shpeley to attempt to contact the organization for the specifics regarding their proposed program and services.

Regarding a previous Action Item request for statistics/information regarding "barriers" within community leagues toward involvement in ACE programs (Abundant Communities Edmonton), she advised that the specific statistics in this regard have not thus far been recorded. Discussion ensued regarding how to manage the "gap" between ACE and community leagues, and how to connect them.

Action Item: Discussion regarding connecting the ACE Program and community leagues tabled to a subcommittee/future Board meeting.

19-08-12-14 MOVED: That the City of Edmonton report be accepted for information as presented and discussed.

By: M. Makarechian / M. Gosselin CARRIED

8.0 Board Elections – Moved to Item 5.3

9.0 Exemptions

19-08-12-15 MOVED: That agenda items 10.2, 10.5 and 12.6 be discussed, and all other agenda items from Items 10.0 through 14.0 be accepted for information as presented in the meeting package.

By: Consensus CARRIED

10.0 Discussion Items

10.1 Fall General Meeting Discussion - Organization, Ways to Update

10.2 Great Neighbour Race Review and 2020 Decision

L. Cunningham-Shpeley reviewed the background of the EFCL Great Neighbour Race and presented the rationale for the Recommendation as outlined on p.35 of the agenda package. Board discussion ensued at some length about the value of the event as a community engagement event vs. a fundraising event.

Action Item: L. Cunningham-Shpeley to obtain the event costs for past 3 years for review/analysis.

19-08-12-16 MOVED: That a subcommittee be struck to work with L. Cunningham-Shpeley and staff to discuss the merits of repackaging the Great Neighbour Race as a free Community League Urban Walking or Movement event in conjunction with the Plaza Grand Opening.

By: M. Makarechian / G. Grant

CARRIED

10.3 Diversity and Inclusion Committee Update from Board Liaison

10.4 Strategic Plan Review - Next Steps - Postponed to October agenda.

10.5 Development of Strategy Around Community

L. Cunningham-Shpeley reported that Stakeholders from Health organizations are approaching the EFCL more and more frequently regarding partnering on community health initiatives. She recommended that the EFCL develop a strategy around health and wellness. Discussion ensued.

Action Item: Board members to bring their suggestions/ideas in this regard to the upcoming Strategic Planning session.

11.0 District Updates – Tabled in respect of time

12.0 Reports - Accepted for Information

12.1 Sustainability Scholar Report and Recommendations

12.2 LGBTQ+ Report

12.3 Youth Engagement Report

12.4 District G Report

12.5 Street Speeds Working Group Report

12.6 Executive Director's Report

The two-page written report was distributed as an addendum to the agenda. L. Cunningham-Shpeley verbally reviewed and highlighted several of the items from her written reported. There was brief discussion regarding a "formula" emerging whereby interested leagues can act as community "portals" for programs funded by various agencies/organizations with funding looking for reach in communities.

Action Item: L. Cunningham-Shpeley asked that Board members to review the two-page Service Package summary handout for community leauges prepared by Phil Cameron, and provide any comments on the sheet to return it to her for revisions prior to distribution to leagues.

13.0 Correspondence – Accepted for information.

13.1 B'nai Brith Letter

13.2 Jewish Federation Letter

13.3 EFCL Letter to League Presidents Re: Jewish Federation/B'nai Brith Letters

14.0 Work in Progress – Accepted for information.

15.0 Next Meeting/Announcements

15.1 EFCL Board meeting – The next regular EFCL Board of Directors meeting is Thursday, Oct. 10, 2019, at the EFCL Offices.

16.0 Adjournment - The September 12, 2019 EFCL Board meeting adjourned at approximately 10:30pm, after in camera Board discussion of Private Items.

6.0 REVIEW OF COMMUNITY LEAGUE DAY

MEETING DATE : October 10, 2019

Item 6.1

AGENDA ITEM # : 6.1 – Review of Community League Day Success

PRESENTED BY: Laura Cunningham-Shpeley, Executive Director



Media Summary: EFCL September 2019—Community League Day

Media Outlet	Date	Potential Reach	Link
Edmonton Journal What's On	September 12, 2019	495,000 print and digital readers weekly	
CBC Radioactive In-Crowd	September 19, 2019	1,000,000 daily listeners	Link not available
CBC Online Things To Do this Weekend	September 19, 2019	1,700,000 unique weekly visitors from across the province	https://www.cbc.ca/news/canada/edmonton/edmonton-weekend-events-adrienne-lamb-1.5288981
CBC Edmonton AM	September 20, 2019	1,000,000 daily listeners	https://www.cbc.ca/player/play/1606381635740
Global Morning	September 20, 2019	394,000 viewers (including syndication) + 209,000 Twitter followers + 320,000 Facebook followers	https://globalnews.ca/video/5928738/edmonton-community-league-day-2019-featuring-free-family-events
MSN.com	September 20, 2019	Syndication from Global Morning (Reach # unknown)	https://www.msn.com/en-ca/news/news-vid eos/edmonton-community-league-day-2019-featuring-free-family-events/vi-AAHR6aQ
630 CHED	September 20, 2019	32 minutes of coverage! (Listener # unknown)	https://omny.fm/shows/ryan-jespersen-show/community-league-friday-round-table
Kari Skelton Local Love List	September 20, 2019	Reader # unknown	https://kariskelton.com/2019/09/20/edmonton-local-love-19/

CBC Instagram Takeover	September 21, 2019	24,500 followers	Link no longer available
Edmonton Journal	September 21, 2019	495,000 print and digital readers weekly	https://edmontonjournal.com/news/local-news/harvesting-connections-parkdale-cromdale-celebrates-community-league-day-with-garden-fare
Edmonton Sun	September 21, 2019	37,000 readers daily online + print	https://edmontonsun.com/news/local-news/harvesting-connections-parkdale-cromdale-celebrates-community-league-day-with-garden-fare/wcm/66f7d090-b96d-4580-a9d4-66a74d127d58
CTV 6pm News	September 21, 2019	759,000 viewers	https://edmonton.ctvnews.ca/video?clipId=1777757&jwsourc=cl (10:54-11:29) plus bonus coverage: https://edmonton.ctvnews.ca/edmonton-celebrates-community-league-day-1.4603995
Global 6pm News	September 21, 2019	Online + On-Air 682,000 viewers	https://globalnews.ca/video/5935009/global-news-hour-at-6-edmonton-saturday-sept-21 (4:32-5:33)
CBC Television Late Night	September 21, 2019		Link not available
CBC Television 6pm	September 23, 2019		Link not yet available

Total Placements = 15

Total Potential Reach = over 7,115,500 eyes on you!

7.0 DECISION ITEMS

MEETING DATE : October 10, 2019

Item 7.1

AGENDA ITEM # : 7.1 – Great Neighbour Race

PRESENTED BY: Erin Northey, Active Living Consultant/Colin Johnson, Sr. Director

Recommendation:

To proceed with a re-branded Great Neighbour Race event in Hawrelak park at the end of April, that is supported by a contracted staff who will work with a Great Neighbour Race working group to bring a new perspective to the event.

Background:

Laura sent both Masood and Giselle the financial information on the Great Neighbour Race for the past 3 years following the September Board meeting.

Upon review of these financial statements the following was observed:

- Remove its branding as a fundraiser.
- Remove the competitive element with race timing and such.
- Focus on steep cost reduction. For example: No free T-shirts.
- Make the event free for participants.
- Remove the word Race and replace with walk or stroll or promenade.
- Add no cost (to us) opportunities for people to hang around before and after at the site, like information booths for community-oriented recreation organizations.
- Maybe it will slowly transition to just a Great Neighbour Festival without even a walking element, but I think changing the event identity suddenly may not work, so I think we should let it evolve.
- It sounds like the current staff is a bit overloaded with the current projects as it is.
- The community leagues I have chatted with so far had indicated to me that they wish to have more in-person interaction with someone from EFCL, whether it is a staff person or their district representative. Considering all this, I suggest that we drop doing the Great Neighbourhood Race. The freed up staff/board time can be spent on other goals (and we have a lot of incredible, worthwhile ones).
- I don't know what the plan is for the "Grand Opening" of the 100th Anniversary Project. Perhaps we can have a "fun run" for that day, or even a parade around the park, if we want to have a celebration that also encourages being active.

[September 2019 Board package info on Great Neighbour Race:](#)

Great Neighbour Race 2020 Recommendations
Erin Northey and Colin Johnson

Background Information

The Great Neighbour Race has been a successful community engagement event for the EFCL. It has been an opportunity to get community members out into Hawrelak Park where the 100th Anniversary project is being built, it has been a great way to get League members engaged in active recreation through the race, and the activities that we hold before and after the race allow people to build connections and community.

The planning and execution of the race puts immense amounts of strain on staff resourcing. It requires at least one staff to be exclusively dedicated to working on the event for the 4 months leading up to the event.

While the race has, in some years, generated money to be put towards the 100th Anniversary Project endowment, it has not been run as a fundraiser. Going into our 5th year of the race we need two major decisions from the board, outlined in the recommendations below.

Recommendations

That the EFCL board determines whether this event should be a community engagement event or a fundraising event.

If the direction is to shift this event to become a fundraiser, we would need to create a volunteer committee to work actively on fundraising to supplement the in-kind donations and race fees that the event currently has in place.

That the EFCL board allocate funding for a staff for 6 months in 2020 (November – April 2020) to lead the planning, execution and review of the Great Neighbour Race. This will allow for the completion of the event as a community event. The staff would be .4 FTE in Nov/Dec, .6FTE in Jan/Feb and .8FTE in Mar/Apr

MEETING DATE : October 10, 2019

Item 7.2

AGENDA ITEM # : 7.2 –Motion:Historic Funding From EFCL to 100th Anniversary Project

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

That the EFCL identify \$20,000 that was committed to the project in 2013/2014.

Background:

At the September 12, 2019 Board meeting, Michelle, the EFCL Treasurer, asked for the motion to be tabled so that she could discuss further with Financial Officer, Jennifer Allen. Michelle spoke with Jennifer and was assured that there was a misallocation done for this amount.

At the September 12, 2013 Board meeting, Item 5.1 was the motion to allocate \$16,0000 from our unrestricted reserves to the 100th Anniversary project.

At the April 11, 2013 board meeting, item 14.1 was the motion to spend \$4,000 to hire a Project Manager (Marius Veltman) to develop and oversee the RFP process for the PM and Design Consultant.

These funds were identified and approved by the board, however there is no record of the funds ever being allocated as identified.

An internal audit was conducted by Finance Officer Jennifer Allen along with Senior Director, Joanne Booth.

9.0 NEWS FROM THE CITY

MEETING DATE : October 10, 2019
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, October 10, 2019



HEALTHY CITY: *Edmonton is a neighbourly city with community and personal wellness that embodies and pro-*

Edmonton's Anti-Racism Advisory Committee seeks members

Public Service Announcement, October 3, 2019

Edmontonians are invited to apply for a volunteer position on Edmonton's new Anti-Racism Advisory Committee.

Council recently approved the creation of the committee to support community-based anti-racism initiatives, conduct research and present reports on issues and concerns around racism in the community and increase public awareness of racism. The committee will have up to 13 members.

The Anti-Racism Advisory Committee is one of Edmonton's 17 civic boards — many of which will recruit new members in January 2020.

Edmontonians with an interest in municipal government, increasing public awareness of racism and supporting anti-racism activities are encouraged to apply for a position on the new committee.

Being a member of a civic board provides an opportunity to work toward positive change, sharpen leadership and business skills and gain a broader understanding of municipal government processes.

The deadline to apply to be a volunteer member of the Anti-Racism Advisory Committee is December 13, 2019. All positions are filled using an application process managed by the Office of the City Clerk. Applicants need to provide a resume and letters of reference.

For more information: edmonton.ca/boards

Serve on Edmonton's NextGen Committee

Public Service Announcement, October 3, 2019

Edmonton's NextGen looks to fill nine member spots for a variety of roles on its Committee.

"Being a member of the NextGen Committee is a great way to get engaged in the community, create inspiring events and build your network," said Jenny Albers, NextGen's incoming Civic Co-Chair. "We are all excited to welcome new civic and community members to the team."

Applicants must be within the next generation demographic (18-40 years old), have a keen interest in com-

munity and civic development and are available to spend 10-15 hours per month on projects and events.

All vacancies are for a two-year term commencing on January 1, 2020. To apply, please send a cover letter and resume to nextgen@edmonton.ca by 4 p.m. on Sunday, October 13.

Edmonton's NextGen is a group of community members and civic staff volunteers, striving to create a city that attracts and gives a voice to the next generation by connecting people, places, communities and ideas. For more information: edmontonnextgen.ca

Citation and Performance Awards

The Citation and Performance Awards honour citizens who have gained recognition in arts and culture, sport and community service. This year's ceremony takes place:

Monday, November 25, 2019 at City Hall
5 - 6pm Food and Registration; 6:30pm Ceremony

Parking is available at City Hall and the Library Parkade. For more information contact salutetoexcellence@edmonton.ca or 780-496-5805.

Ice Making Workshop

Are you interested in building and maintaining your community ice rink? Receive training and tips from experienced community ice maker Ryan Jefferson. Learn how to make great ice and do routine maintenance of outdoor rinks.

When: Thursday November 14, 2019 from 6 - 9pm

Where: Belvedere Community League Hall at 13223 62 St NW

Cost: Free. Please register using this [eventbrite link](#). *Please note there is a limit of 2 people per organization. Registration is limited.

A light supper will be provided. Dress for the weather as part of the training will be outdoors.

For more information or dietary restrictions please email: shannon.murray@edmonton.ca

CLIMATE RESILIENCE: *Edmonton is a city transitioning to a low-carbon future, has clean air and water*

Eco Station Hours Extended this Fall

The City's four Eco Stations will be open 9 - 6:30pm, seven days a week, from September 29 to November 9. These extended hours will help make it more convenient for Edmontonians to drop off yard waste, household hazardous waste, batteries and more, for free.

This is a great opportunity to divert more waste from the landfill! Many items, like batteries and other household hazardous waste, are recycled or disposed of properly, to minimize risk to people and the environment. Yard waste is composted at the City's outdoor compost cure site.

Please take the following steps when dropping off yard waste, to ensure it can be composted:

- Place yard waste in paper yard waste bags, or empty your plastic bags into the bins at the Eco Station.
- Branches should be no more than 4 feet long, tied in bundles no more than 6 inches in diameter. Use a biodegradable material to tie branches, such as twine.

For locations, applicable fees and more information, visit edmonton.ca/ecostations.

Upcoming Meetings, Reports of interest at City Council, Events and Activities

Oct 16	Network #5 Building Community Through Recreation: 6 - 8:30pm, Orange Hub, 10045 156
Oct 17	Network #2 Building Community Through Recreation: 6 - 8:30pm, Calder Community League
Oct 19	ACE Community of Practice, 9:30am - 12pm at Commonwealth Community Recreation Centre,
Oct 23	ACE Community of Practice, 5pm at the Valley Zoo, Otter Room (13315 Buena Vista Road)
Oct 23	Network #3 Building Community Through Recreation: 6 - 8:30pm, Glengarry Community Hall
Oct 28	Network #8 Building Community Through Recreation: 6 - 8:30pm, Woodvale Golf Course
Nov 6	Network #1 Building Community Through Recreation: 6 - 8: 30pm, Londonderry Community
Nov 14	Ice Making Workshop: 6 - 9pm, Belvedere Community League Hall at 13223 62 St NW. Please register using this eventbrite link .
Nov 21	Network #7 Building Community Through Recreation: 6 - 8:30pm, Venue to be confirmed
Nov 25	Citation and Performance Awards, 5 - 6pm Food and Registration; 6:30pm Ceremony, City Hall
Nov 27	Network #6 Building Community Through Recreation: 6 - 8:30pm, Alfred H. Savage Centre

- [Link to Council and Committee Schedules, Agendas & Minutes](#)
- [Link to schedule of upcoming Council reports](#)
- [Official Twitter feed of the Office of the City Clerk](#)

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

10.0 DISCUSSION ITEMS

MEETING DATE : October 10, 2019
AGENDA ITEM # : 10.1 – Discussions Between Staff, Online And With GSuite Documents
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 10.1

Discussion on policies that identify Board roles in regards to EFCL staff and the Executive Director, and the role of Board members. Questions remain around how Board members interact with Community Leagues in online forums.

Board responsibilities:

Page 31 of the EFCL 2011 Policy Manual 2015, states that Board members are expected to:

- Report regularly at board meetings on activities of interest in their districts.
- Identify or discuss their District concerns or issues.
- Take on a broad EFCL-wide view in their deliberation.
- Seek solutions or decisions that would benefit the EFCL as a whole.
- Be aware of the EFCL current Policies, Procedures and Budget.
- Define, review, or modify Policy statements as appropriate.
- Monitor the implementation of existing policies or directives .
- Monitor the EFCL Budget.
- Take steps to correct omissions or errors in the implementation of existing policies, directives or Budget
- Monitor the EFCL operational environment with a view to risk management.
- Board Members must communicate through the Executive Director on all matters relating to Staff or office operations.
- Executive Director is expected to keep the President or designate advised of related matters including:
 - Difficulties or challenges regarding meeting expected goals or Policies.
 - Actions taken or arising issues that have or may have a bearing on Policy, Budget, or public image.
 - Required resources or support to meet stated goals.
 - Maintain or establish relationship with related external agencies .
- Monitor current agreements, committees, or issues.
- Matters deemed to be of significant importance by the Executive Director and the EFCL President along with actions taken are to be brought to the attention of the EFCL Board.
- Committee Chairs are expected to keep the Executive Director, or the Board apprised of potential issues including:
 - Difficulties or challenges regarding meeting expected mandate, goals or directives.
 - Actions taken or arising issues that have or may have a bearing on Policy, Budget, or public image.

3. PROCEDURES

- EFCL activities are to be monitored by both Staff (i.e., Executive Director) and the Board. Communication between and among them is crucial. It is best achieved by keeping the Executive Director and President as current as possible.
- The Board and the Executive Director are to ensure that neither breaches the distinct mandate or role of the other.
- Board Members are to raise concerns about Staff or office operations to the Executive Director, as soon as possible.
- Concerns about the Executive Director are to be raised at Board level or separately to the President.

Online procedures with Facebook/Twitter/Gsuite

Board Member

Authority and Responsibility:

The Board is the legal authority for the Edmonton Federation of Community Leagues, (the "Society"). As a member of the Board, a Director acts in the position of trust for, is responsible for the effective governance of, and ensures the continuance of the Society.

Requirements:

1. Commitment to the work of the organization;
2. Knowledge of Board governance: policy, finance, programs and services, personnel, and advocacy;
3. Responsibility to serve on committees;
4. Attendance at monthly Board meetings, assigned committees, and general meetings;
5. Support of Board decisions externally, (e.g., in public);
6. Adherence to the Society's By-laws and Code of Ethics;
7. Membership in a community league;
8. Completion of Security Clearance Detail.

Term:

League Members at their respective District meetings elect Board Members. Board Members serve for one-year terms.

General Duties:

A Board Member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. The Board Member must:

1. Represent the District;
2. Develop, monitor, and review all Board policies;
3. Review the By-laws and recommend changes to the membership;
4. Review the Board's conduct and monitor its performance to ensure compliance with the By-laws and policy;
5. Assist in developing and maintaining positive relations among the Board, committees, and communities to enhance the Society's mission;
6. Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff;
7. Participate in the development of the Society's organizational plan, annual review, and budget;
8. Participate in developing an evaluation policy regarding the Executive Director and Board Members;
9. Provide input to the Executive Committee regarding the performance of the Executive Director semi-annually;
10. Prepare and present an annual report at the Annual General Meeting;
11. Prepare and present report(s) at Board Meetings.

Evaluation:

The Board Member's performance is evaluated annually based on performance of assigned requirements and duties.

Qualifications and Skills:

- Must be a resident of the City of Edmonton;
- Must have experience with the community league movement;
- Must have previously served on the board of a community league;
- Must be familiar with governance and operations of a not-for-profit society and the relevant legislation.

**Benefits to
the Volunteer:**

- Networking opportunities;
- Personal satisfaction;
- Meeting new people;
- Acquiring or enhancing skills;
- A sense of belonging;
- A sense of accomplishment.

**Time and Financial
Requirements:**

Time (per month) to:

- Attend meetings and for meeting preparation, (agenda reading and research);
- Make phone calls;
- Meet with staff;
- Organize and attend special events;
- Write reports;
- Review material in Resource Centre.

MEETING DATE : October 10, 2019

Item 10.2

AGENDA ITEM # : 10.2 –100th Anniversary Project Update

PREPARED BY: Nora Begoray, Director of Business Development/Avison Young

Project contract agreements: Municipal improvement agreement and funding agreement were completely revised by City of Edmonton. Many meetings and discussions with COE were held. to review and revise drafts by EFCL staff, EFCL Lawyer and PM. All, with the addition of EFCL acting president Ryan Barber have now concluded the review and documents and are being prepared for signatures.

The sponsorship agreement with EHFA and EFCL was reviewed by the steering committee who made the following motion:

Motion: That the EFCL’s new Sponsorship Agreement with the Heritage Festival be accepted with the assurance that the EFCL can utilize the Plaza space during the Festival for the duration of the new Sponsorship Agreement. The new level of sponsorship will include what is stated in Item 6.0 of the Agreement.

By: A. Bolstad / A. Lunden

100 Project Profile: A new contract to raise the positive profile of the 100 project is being explored with Publicity room. The steering committee recommended that the EFCL board (potentially the VP external) participate in liaising with the main festival groups to continue positive relationships and encourage positive communications from all parties which could achieve public perception repair goals.

Fundraising: EFCL has received notification of two new donations in the amount of \$5,000 and agreements are being drafted to confirm commitment. Other larger commitments are being pursued from groups that EFCL is encouraging to donate as they make part of our story and we would like them involved. These include: area councils, sports organizations, service organizations, land developers, small businesses, EFCL corporate partners, etc. If the board has any groups or organizations they would like to approach, please contact Nora for a slidedeck and sponsorship information document. All donations need to be discussed and confirmed through the office before any agreements are made to ensure that the appropriate form work and recognition is completed and understood by all.

Soiree event on-site: Oct 20th, 1:30 to 3:30 pm - to celebrate construction launch recognize supporters, raise positive profile. This is being organized by Rob Agostinis and contract event coordinator Shyra Craig. Formal invitations to follow.

Financials: The Steering Committee has been advised of the motion going forward to the EFCL membership. The project team is working diligently and quickly to bring project costs down and to start construction as quickly as possible to achieve the project schedule within the timeframes allotted by the City of Edmonton. The Project Team is dedicated to ensure EFCL builds a completed project within the confirmed budget and funding commitments we have available to us at this current date. This might mean that some of the project scope is removed or postponed until additional funding is secured. The fundraising for construction scope will be concluded in January and February of 2020. The fundraising for the total project will continue throughout 2020 to fund the finishing requirements and the project maintenance fund obligations.

September 2019



- Project Steering Committee meeting
- Land Faculty schematic designs completed for interpretive signage (art, river valley signage, plaza signage)
- Signed agreement with Heavy Industries from Calgary to design, build and install interpretive art elements
- Negotiated agreement with Urban Systems and associated sub-consultants
- Approved Municipal Improvement Agreement (MIA) and Funding Agreement (FA)
- Received approval from City on construction contract for Stanley Construction
- Stanley Construction completed temporary road for site access of deliveries and materials
- Site trailer on site
- Presented to EFCL Board
- Presented to EFCL staff
- Met with City Steering Committee
- Met with Stanley Construction to review tender pricing to build out a project budget
- Responded to RFI's from trades during tender period

August 2019

- Received Building Permit from City
- Received Development Permit from City
- Issued Request for Proposal (RFP) to the successful pre-qualified proponents
- Project Steering Committee meeting
- Reviewed RFP submissions and recommended two groups be interviewed: Chandos and Stanley Construction
- Held interviews with Chandos and Stanley Construction
- Recommended Stanley Construction for Construction Manager award
- Site walk through with multiple City departments to discuss laydown location, construction fence line and turf repair

- Met with City Project Manager and City's lawyer to go over proposed re-write of the Funding Agreement and Municipal Improvement Agreement
- EFCL's lawyer reviewed re-written Funding Agreement and Municipal Improvement Agreement
- Two meetings held with City's lawyer and EFCL's lawyer and project team to negotiate changes
- Award to Stanley not yet approved by City; allowed to work with Stanley on pre-construction tendering phase
- Construction fencing erected on site

July 2019

- Request for Prequalification issued to seven parties, five returned required information indicating interest in bidding on the project: CHANDOS, Ellis Don, Synergy Construction, Stanley Construction, Clark Builders.
- City issued "no work" schedule within Hawrelak Park: 62 days of no construction allowed within our proposed schedule – this is a constraint.
- Building Permit fees submitted via cheque by Avison Young July 30th
- Attended second stakeholder sessions with City of Edmonton and Silver Skate to discuss concerns – mostly City operational concerns
- Hired Land Faculty to develop wayfinding, interpretive art and plaza signage for the project.
- City of Edmonton, EFCL, and AY to hold first Steering Committee meeting July 13, 2019.
- Attended full-day session with City of Edmonton and the affected stakeholders in one-on-one sessions to identify and address concerns with the majority of the concerns being operational and ultimately being the City's concern

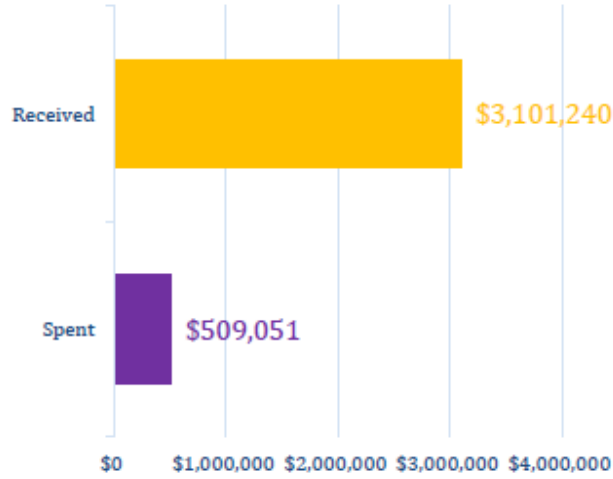
- Hired Shirley Lowe (consultant) to complete the review and rework of the copy for the interpretive art signage and river valley wayfinding signage package
- Directed Urban Systems to re-engage and make design revisions regarding path widening to 2.5m
- Directed Urban Systems to update construction drawings for re-submission for building permit (previous permit had expired) to the City of Edmonton

June 2019

- Hired Land Faculty (consultant) to complete the design of the interpretive art signage and river valley wayfinding signage package
- Held monthly Steering Committee meeting
- AY begins pre-qualification process with 5 of 6 proponents indicating interest in bidding on the project
- Liaised regularly with media of EFCL's position for clarity and accuracy with external sources
- Council recommended to proceed with funding EFCL for an additional \$750,000
- Attended Committee presenting and addressing questions from Committee and stakeholders
- Attended City Council to ensure Administration and Council were informed of the latest and most accurate information for Council to make a recommendation on EFCL's funding request

EFCL 100th Anniversary Project

Project Financials to Date



MEETING DATE : October 10, 2019

Item 10.3

AGENDA ITEM # : 10.3 –General Meeting Discussion of Roles And Speakers

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

At the Annual General Meeting in May, we had a rotation of speakers throughout the meeting.

Does the Board want to do this again? If so, let's review the GM agenda, and assign people to areas to speak so the script can be created.

As for the evening, the meeting will be held at Londonderry Hall, and staff have discussed how they felt the 'social' part of the last meeting was very positive. Stephanie has her 'Pro Serve' and is willing serve alcohol after the meeting and so we will be providing one drink ticket for each person as they pick up their package.

We can add an Affordable Housing Document presentation, and a request has gone out to Edmonton Social Planning Council to assist with this.

We thought that sitting in Districts was still received positively, and there will be a chance to get to know others during the 'Open Spaces' conversation time.

The agenda for the meeting follows.

Agenda

- 1.0 Call to Order, Welcome, and Recognition (6:30)
- 2.0 Approval of the Agenda (6:45)
- 3.0 Approval of the Draft Minutes of Annual General Meeting May 23, 2019 (p4-12)
- 4.0 Discussion Items (7:00)
 - 4.1 City of Edmonton Service Package (p13-15)
 - 4.2 Tripartite Agreement Working Group (p16)
 - 4.3 Street Speeds Working Group (p17-18)
 - 4.4 100th Anniversary Project Status (p19)
- 5.0 Decision Items (7:30)
 - 5.1 100th Anniversary Project Spending (p20)
 - 5.2 Budget Adjustments (p21)
 - 5.3 Interim Spending Motion (p22)
- 6.0 Elections (8:00)
 - 6.1 Board of Directors - District E & District A (p23)

BREAK (8:15-8:30 PM)

Safety Through Connected Communities

- 7.0 Keynote Speaker (8:30)
 - 7.1 Deputy Chief Al Murphy, Edmonton Police Service
- 8.0 Open Space Conversation (9:00) (p24)
- 9.0 Adjournment (9:30)

MEETING DATE : October 10, 2019

Item 10.4

AGENDA ITEM # : 10.4 –Strategic Planning Next Steps For The Board

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Background

Our Strategic Plan was adopted in 2014 and expires in 2019. The Staff have submitted their feedback about how they are able to work towards the 5 Strategic Directions in their work, this will be presented to the Board at the November meeting.

A review of outcomes achieved to date in 2018 was done of our Strategic Plan, and at that time the sense was that staff were on track and that the pillars continue to be relevant to the work required for Leagues.

Discussion

Does the Board feel that there needs to be a full look at the Strategic plan, or should this involve more of an update? Do you feel you need a planning day together?

MEETING DATE : October 10, 2019

Item 10.5

AGENDA ITEM # : 10.5 –HR Committee Call For Leadership And Members

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

The HR Committee requires additional persons to help review the recommended changes to the HR policy for the EFCL this fall.

Our HR policies are dated and aren't currently in line with new changes we have made to our benefits for staff, along with new legislative policies. They have been reviewed and recommendations have been made-. It requires an opportunity for another look, given the recommendations are close to 18 months old, and a new presentation back to the Board for approval.

13.0 REPORTS

MEETING DATE : October 10, 2019
AGENDA ITEM # : 13.2 –Service Package Document
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 13.2



THE FACTS



This is a Pilot program
- funding is for 3 years only



EFCL will monitor and adjust the program based on feedback

OUR GOAL

To support Community Leagues and their volunteers by:



Enhancing training and supports to Leagues,

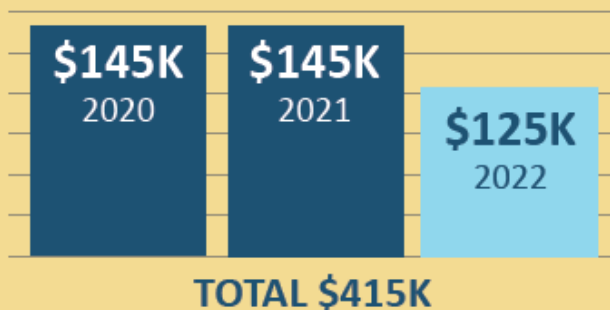


Build stronger connections between Leagues, and



Reduce the administrative workload for Leagues.

HOW MUCH?



WHAT FOR?

Funding will support pilot projects in 3 Areas:

1

ENGAGEMENT AND TRAINING

Online Learning Platform

Custom courses (e.g. New Board member onboarding, Civics)

2

BOARD DEVELOPMENT

Enhanced Resources + Supports

Formal Board Mentorship Programs

3

CENTRAL SERVICES

Enhanced Administrative + Operational Supports

- Social Media,
- Membership
- Finance
- Facility management

HOW DID WE GET HERE?

A significant amount of Engagement has occurred to support the current service package:

SUMMER/FALL 2018

EFCL Consults + Creates
EFCL consulted Leagues and created a service package that connected to City Initiatives

FALL/WINTER 2018

Service Package 1.0
Presented to Council; sent back to Administration for further study

SPRING 2019

Report Back
Administration indicates position overlap. Suggested that EFCL rework

SPRING/SUMMER 2019

EFCL Engages
EFCL leads extensive engagement on a new service package

FALL/WINTER 2019

Council Decides
EFCL supports Council and Administration during the budget process

FALL 2019

Service Package 2.0
The Service Innovation service package is developed



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

7103 105 Street NW
Edmonton, AB T6E 4G8

Office: 780.437.2913 | Fax: 780.437.4710
Website: efcl.org | Email: XX

14.0 WORK IN PROGRESS

MEETING DATE : October 10, 2019
AGENDA ITEM # : 14.1 – EFCL Work in Progress
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 14.1

MEETING DATE	REF.	ITEM	STATUS
2018/06/14	6.4	Londonderry Community League Receivable That the EFCL enter into discussions with Londonderry Community League in an effort to re-coup \$7,835 in outstanding expenses.	In Progress May 21/19 Meeting
2018/09/13	6.0	District Updates/Feedback, District K M. Makarechian to forward the forthcoming report about outdoor rinks to L. Cunningham-Shpeley.	
2018/09/13	7.3	Risk Management Advisory Committee C. Shannon will look into a City contact or resource for Laura to refer league inquiries to. <i>From the minutes: L. Cunningham-Shpeley reviewed the recommendation that an EFCL Risk Management Advisory Committee be formed to review and discuss recommendations to leagues. Discussion ensued. C. Shannon advised that once City Council has finalized the City's cannabis policy, the City's legal department will review it with regard to the Tripartite agreement and bylaws. Further consideration of this recommendation was tabled until the cannabis policy is finalized. L. Cunningham-Shpeley inquired if there is someone at the City she can refer league inquiries to.</i>	In Progress
2018/12/13	6.1	HR Committee Tasks/Terms of Reference That the Human Resources Committee Members convene with the Executive Director in order to update HR Policy as outlined within the next EFCL 60 days"	In Progress
2019/01/31	5.2	On-Line Donations Process S. Svendsen to forward the document outlining the new deposit procedures to L. Cunningham-Shpeley to forward to leagues. <i>Sent an email to Sian to find out if this was sent and if there is info she can provide for this update.</i>	In Progress
2019/01/31	6.5	Letter to The Mayor and City Council Requesting Appointment of a Councillor to The EFCL Board of Directors in an Advisory Capacity That L. Cunningham-Shpeley bring a revised Council outreach proposal forward at the March Board meeting.	In Progress

MEETING DATE	REF.	ITEM	STATUS
2019/03/14	10.1	Executive Director's Report There was consensus on distributing a list of monthly meetings including meetings at City Hall for Board members to attend with the E.D.	In Progress
2019/04/11	6.1	Draft 2018 EFCL Audit Review and Motion to Present at AGM L. Cunningham-Shpeley, C.Shannon, and the EFCL Finance Committee to have a conversation regarding the unused \$72,673 of City funds that is still on the EFCL books which was designated for community league Rink Roof pilot project.	
2019/04/11	12.0	Work in Progress C. Shannon to review and email L. Cunningham-Shpeley status updates for the City-related items. Not sure if the email was sent	In Progress
2019/05/09	6.1	Conflict of Interest Best Practice <ul style="list-style-type: none"> • L. Cunningham-Shpeley to check if the EFCL itself has a Conflict of Interest Policy in its Policy Manual. • F. Porter requested that if Board members have Policy resources, please forward any helpful policy guidelines or recommendations to EFCL staff (ongoing). • Any EFCL Policy updates, tip sheets, etc. should be shared to C. Shannon and NRCs, so that City staff are aware and can be consistent with messaging to leagues (ongoing). • Note to Colin to additionally address domestic partners sitting on Community League Boards in a future update. 	In Progress
2019/05/09	6.2	First Quarter Financials L. Cunningham-Shpeley to report back on new corporate donations to the 100 th Anniversary Project.	
2019/05/09	6.3	HR Policy Terms of Reference That the HR Committee review the latest draft policy and present back at the July EFCL Board meeting.	
2019/05/09	7.2	Diversity And Working Group Updates Committee Chair M. Makarechian to review the draft Terms of Reference, and report back to the Board at the June Board meeting. Tabled At September meeting, to November.	In Progress
2019/06/06	6.2	EFCL PDC Construction Issues Sub-Committee Working Group to provide minutes, or a quarterly summary of their activities after each meeting.	

MEETING DATE	REF.	ITEM	STATUS
2019/06/06	6.4	<p>New League Support for 100th Anniversary Project</p> <ul style="list-style-type: none"> • All leagues should pay the \$2000 towards the EFCL Community League Plaza Project. And that new Leagues should be asked to pay \$400 for 5 years once they have received their Operating Grant funding from the City. • It was agreed that a deadline for all league contribution will be set once the Project construction dates are known. • That the Board accept the motion as presented by the 100th Anniversary Committee and provide communication to the new leagues about the project and the financial support from all Community. 	In Progress
2019/06/06	10.4	<p>EFCL Office Space—New Lease</p> <p>L. Cunningham-Shpeley to prepare a brief background report for Board members about the EFCL office space including anticipated/projected needs.</p>	In Progress
2019/07/11	6.4	<p>New Logo and Rebranding of EFCL</p> <p>Action Item: Further discussion/exploration of a new logo/rebranding postponed to the fall.</p>	
2019/07/11	6.6	<p>EFCL Street Speeds Working Group Terms of Reference</p> <p>That the EFCL Board approve the draft Terms of Reference for the EFCL Planning Committee’s Street Speeds Working Group, noting the following action items:</p> <p>Action Item: EFCL Board members to reach out to their leagues to help ensure diverse opinions on Street Speeds proposal are represented.</p> <p>Action Item: That invitations be sent out by the Planning Committee District Reps to their leagues inviting participation from leagues that are passionate about their positions on the Speed Streets Proposal.</p>	In Progress
2019/07/11	7.1	<p>News From The City of Edmonton</p> <p>For the City of Edmonton to provide a background report regarding the Abundant Communities Edmonton program for the September Board meeting, including information regarding the specific challenges/barriers for community leagues to participating in the ACE program. It was requested that the report include statistical information regarding how many and which leagues are currently participating, how long they have been participating, how many leagues have stopped participating etc., and include a city-wide map if possible.</p>	In Progress

MEETING DATE	REF.	ITEM	STATUS
2019/07/11	10.0	<p>District Updates EFCL office to contact EMSA requesting a meeting regarding the recent EMSA soccer registration changes. L. Cunningham-Shpeley to explore options regarding engaging an external consultant to assist the EFCL and community leagues in managing their relationships with EMSA.</p>	In Progress
2019/07/11	10.0	<p>District Updates C. Shannon to ask the MPDP Coordinator to contact M. Gosselin directly regarding details of the MPDP Workshop follow-up.</p>	
2019/08/10	4.0	<p>B'nai Brith and Jewish Federation Correspondence Action Item: Noted to include the letters received from the B'nai B'rith and Jewish Federation, as well as the EFCL's response letter to League Presidents as attachments to the August Special Board meeting minutes and/or in the next agenda package for information.</p> <p>Action Item: To update the current suggested EFCL hall rental template that community leagues may use to include something regarding limiting the recording of meetings/events in community league halls for the purpose of public broadcasting on social media, electronic communication, or other forms of media broadcasting.</p> <p>Action Item: L. Cunningham-Shpeley to follow-up with the Alberta Muslim Public Affairs Council (AMPAC) regarding releasing a statement in this regard.</p>	<p>Done</p> <p>In Progress</p> <p>In Progress</p>
2019/08/10	7.0	<p>Other Business Action Item: L. Cunningham-Shpeley/C. Johnson to research and clarify what currently compels leagues to observe the EFCL Code of Ethics.</p> <p>Action Item: L. Cunningham-Shpeley to consult with the EFCL legal council, if necessary, regarding appropriate language around hall rentals.</p>	In Progress
2019/09/12	5.1	<p>Notice of Motion For Fall General Meeting For Tipi Teachings Project That the following motion be presented at the Fall General Meeting: "Resolved that the 2019 EFCL Budget be adjusted by \$37,000 to allow for the expenses of the Tipi Teachings project funded by Canadian Heritage."</p>	In Progress
2019/09/12	5.1	<p>Notice of Motion For Fall General Meeting For Tipi Teachings Project M. Makarechian to research the need for and draft an exclusion amendment clause to the EFCL Bylaws regarding the need for Membership approval to spend grant monies received for specific projects</p>	In Progress

MEETING DATE	REF.	ITEM	STATUS
2019/09/12	5.2	Motion - Terms of Reference for Community Inclusion Committee That the approval of the Terms of Reference for the EFCL Community Inclusion Committee be tabled to the October Board meeting.	In Progress
2019/09/12	7.1	News From The City of Edmonton—Canturberry Group C. Shannon to forward relevant information to all NRCs and to L. Cunningham-Shpeley to share with Board members and community leagues. L. Cunningham-Shpeley to attempt to contact the organization for the specifics regarding their proposed program and services.	In Progress
2019/09/12	10.5	Development of Strategy Around Community Board members to bring their suggestions/ideas in this regard to the upcoming Strategic Planning session.	In Progress