



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, December 12, 2019**

**DINNER: 4:00 PM / MEETING 5:00 PM TO 9:30 PM**

**LOCATION: Sawmill Restaurant, 9504—170 Street, NW**



# EFCL Board Planning Calendar

## December, 2019 And January, February, 2020

### December

2019

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

### January

2020

- 02 EFCL Office Reopens
- 09 EFCL Board Meeting
- 26 First On The Ice Party At Rosslyn Community League
- 29 EFCL Planning & Development Committee Meeting

### February

2020

- 06 Winter General Meeting
- 08 Grants Workshop
- 13 EFCL Board Meeting
- 27 EFCL Planning & Development Committee Meeting



**Edmonton Federation of Community Leagues  
Board of Directors Christmas Meeting  
Sawmill Restaurant, 9504—170 Street, NW  
Thursday, December 12, 2019, Dinner 4:00 PM / Meeting 5:00 PM  
AGENDA**

**Item 2.0**

**1.0 Call To Order**

**2.0 Welcome And Introductions**

**3.0 Agenda Review (pg. 3)**

- 3.1 Motion To Approve Agenda

**4.0 Approval of Board Minutes**

- 4.1 Approval of November 07, 2019 Board Meeting Minutes (pgs. 4-9) (3 minutes)

**5.0 Decision Items**

- 5.1 Review And Discussion—Budget 2020 (pgs. 10-13)
- 5.2 Great Neighbour Event (pg. 14)

**6.0 Discussion Items**

- 6.1 Communications Plan (pgs. 15-26)
- 6.2 CFEP Letters And Action (pg. 27)
- 6.3 Strategic Plan And Board Planning—January 18 or 25 (pg. 28)

————— **Break 7:00 PM to 7:15 PM** —————

**7.0 District Updates**

**8.0 Exemptions**

(Please identify any items that you would like to discuss further, and exempt them from being accepted for information.)

**9.0 Reports**

- 9.1 Presidents' Report—Verbal
- 9.2 Executive Director's Report (pg. 29)
- 9.3 Membership Working Group Report And Minutes (pgs. 30-33)
- 9.4 Tripartite Agreement Meeting Notes From November (pgs. 34-35)
- 9.5 100th Anniversary Project Update—Building (pgs. 36-40)
- 9.6 1009th Anniversary Project Update—Background (pg. 41)
- 9.7 Letter To The Premier From EFCL and Federation of Calgary Communities (pgs. 42-46)

**10.0 Private Matters—In Camera Discussion**

**11.0 Work In Progress (pgs. 47-50)**

**12.0 Next Meeting/Announcements**

- 12.1 EFCL Board of Directors' Regular Meeting, January 9, 2020, Location EFCL Offices, 7103—105 Street, NW

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



## 4.0 Approval of Minutes

**MEETING DATE :** December 12, 2019  
**AGENDA ITEM # :** 4.1 – November 07, 2019 Draft Board Meeting Minutes  
**PREPARED BY:** Beth Harding, Board Secretary

**Item 4.1**

**DRAFT EFCL Board Meeting Minutes  
November 7th, 2019  
Held at EFCL: 7103 105 St, Edmonton, AB  
6:00 PM-9:00 PM**

### **In Attendance**

Ryan Barber, President  
Rocky Feroe, District F  
Martin Narsing, District C  
Dallas Bartel, District I  
Diana Steele, District E  
C. Shannon, City of Edmonton-Director of Neighbourhood Services  
Masood Makarechian, District K  
L. Cunningham-Shpeley, Executive Director  
Colin Johnson, Governance and Programs-Senior Director- EFCL  
Jennifer Allen, Finance EFCL  
**Minutes:** Angelika Matson

### **R. Barber called the meeting to order at 6:04 PM**

Discussion ensued and Board members agreed they like the intuitive feel and simplicity, but want a site more inviting and indicative of the league movement. The Board suggested having a map, so if users are looking for a league, they can know where they're going via District, then League (a drill-down). Knowing what District they are looking for may be helpful for users as if they can't get a hold of their president, then they can get the district. The Board also expressed support for a video that conveyed community league movement, what EFCL does, historical place in recreation, that our organization is truly representative, the tenets of the EFCL, perhaps in the format of a 10-second video that conveys a message about community and what EFCL does.

The website will be a balance of understanding what drives people to a website and gets there quickly but also educates them about the movement. The Board wants a more "live" looking front-page.

**Action: L. Cunningham-Shpeley and Colin to let designers know that they the website to look more alive - capture league spirit.**

Introduced: R. Barber introduced new Board member Diana Steele from District E. Diana was asked by Fraser Porter, previous District E president. Diana likes to be involved in community things and is the current president of Crestwood Community League

### **2.0 Review of Agenda**

**Motion 2019-11-07-01:** "Approve the agenda for the November 7th 2019 EFCL Board Meeting as presented."

**M. Narsing/G. General  
PASSED**

### **3.0 Review of Minutes**

L. Cunningham-Shpeley asked if there was any feedback on the minutes from the October 10th Board Meeting, as we now have new minute-takers. She received feedback that minutes being in PDF makes them searchable, which the Board appreciated.

**Motion 2019-11-07-02:** "Approve the minutes from the October 10th 2019 EFCL Board Meeting."

**M. Narsing/D. Bartel**

**PASSED**

### **4.0 Decision Items**

#### **4.1 Motion: Historic Funding from EFCL to 100th Anniversary Project**

L. Cunningham-Shpeley went over the EFCL financials from the 100th Anniversary Project and explained there are soft costs and hard costs. EFCL is now analyzing how they will give \$20,000 to meet the goal of \$100 000 in hard costs. The total goal to 2021 is \$300 000 in soft costs, so far they have accumulated \$92 000 in hard costs. This doesn't account for the soft costs of Staff time over the years. L. Cunningham-Shpeley clarified that the approved \$100 000 is shown in \$80 000 incurred hard costs, and already approved is the \$20 000. The \$20 000 is from a 2013 EFCL motion where they committed to \$100 000.

M. Makarechian gave some history. We did have a motion for the \$100 000 in 2013, we moved the \$80 000, but forgot to \$20 000, so the steering committee is asking that the mistake from 2013 be rectified. J. Allen clarified that the \$20 000 in hard costs would show as \$20 000 in expenses this year, it doesn't matter if it comes from Retained Earnings and operational funds. M. Makarechian said the narrative to the membership should be considered, he sees the \$80 000 and \$20 000 as two very different things.

M. Makarechian pointed out the staff time put into the project is over half a million dollars and asked whether we can use the staff time as soft costs. L. Cunningham-Shpeley responded at this point the \$20 000 is important because it is thought to always go towards hard costs.

**Motion 2019-11-07-03:** "That EFCL approve \$20 000 from the 100th anniversary deferred revenue account in 2019 in order to align with an EFCL commitment in 2013 where \$20 000 commitment was made by the EFCL Board but was not accurately allocated in the books."

**M. Narsing/D. Steele**

**PASSED**

#### **4.2 Motion to accept the Financial statements from January-September 31st 2019**

J. Allen pointed out when we have high accounts receivable that's because we send out our membership dues invoices and haven't received the funds yet. Accounts payable is owing to the leagues for all the online sales, EFCL creates a bill, and in the next month, we pay the leagues for online sales. Deferred liabilities is the amount leftover in the city funds. EFCL does a matching revenue recognition. These are all the balances left in the grants to spend.

The Board asked that in the future acronyms be clarified for ease of reading for Board members.

**Action: the Board requests more clarity in financial statements presented, by defining acronyms, such as CSMAR grant being used for Tipi Teachings going forward.**

J. Allen continued presenting the financials. EFCL has not charged the leagues their Resound fees as leagues received a letter that Resound merged to create a new company. We will be over budget in our facility expenses because CoE always charges a budgeted rental fee and in the next year, they come back in May of the next year with actual costs. We are on target for most of the programs, except for the Tipi Teachings, as there may be another \$20 000 of expenses because of the unexpected grant received. There was \$50 000 budgeted for the website, a little bit of money has been used as RFP. J. Allen clarified amortization expense is expensed at end of the year, and is done by the auditor.

**Motion 2019-11-07-04:** "Accept the financial statements from January 29th 2019- September 30th 2019 as presented."

**M. Makarechian/M. Narsing**

**PASSED**

#### **4.3 Motion to accept Membership Working Group Terms of Reference**

Joanne has gathered a variety of league membership directors and has put together a ToR for the working group, and she would like the Board to approve the ToR. Group created this ToR together. The Board agreed Membership is a core area of work for EFCL so it should be right under the wings of the Board. He wants this to be a subcommittee empowered and directed by the Board, rather than the working group. The Board also agreed that one of the first things the Membership Committee should do is send out an online survey to Membership Directors.

**Motion 2019-11-07-05:** "The Membership Working Group be elevated to a subcommittee of the EFCL Board, and they are directed to create a new ToR that designates them as a subcommittee of the Board. That the ToR redefine membership to include any interested Board members and recognize the president ex-officio as a member, announce the dates of meetings to the EFCL Board, and that the EFCL Board collaborates with the subcommittee to identify deliverables and dates."

**M. Makarechian/D. Bartel**  
**PASSED**

**Action item: L. Cunningham-Shpeley to find out the location of the Membership Committee meeting and email the Board to let them know.**

#### **4.4 Motion to accept the recommended HR policy changes**

A number of questions and concerns were raised in the discussion over Police Information Checks. G. General pointed out that people don't know how to interpret the info in police information checks. What is the goal of obtaining information and what will we do with the information? If there is one thing on that report, is that enough grounds to not have them as a Board member? What do we do with the information that we find? The Board needs criteria on something that may be in a criminal record check that excludes people from participating on the Board. We don't elect Board members, our membership does.

L. Cunningham-Shpeley clarified that we only have one manual and it combines both Board members and staff. M. Narsing asked if EFCL consulted HR on these policies and L. Cunningham-Shpeley clarified that Colin has HR experience. The Board asked if we could check with a lawyer? The Board agreed to table the discussion on Police Information Checks for another meeting.

**Action: C. Shannon offered to check with CoE HR on their policies.**

**Motion 2019-11-07-06:** "The EFCL Board directors approve the below changes 1-20 to the EFCL Policy and Procedures manual."

**D. Bartel/G. General**  
**PASSED**

#### **4.5 Motion to accept Community Sport and Recreation Panels**

L. Cunningham-Shpeley explained that the EFCL needs to think about recreation, sport, and the place it has in leagues. EFCL code of ethics says that the league should be about participation and enjoyment rather than winning. It is important for EFCL to understand where the boundary between competitive and recreational sport is. By hosting a panel of league leaders, leaders from sports organizations, the Board will have direction on how to manage new and existing partnerships that affect leagues.

The Board discussed what the boundaries of recreation are: do they include spiritual and artistic pursuits as well? The recommendation doesn't define recreation. The Board agreed this particular recommendation focuses on sport. Potentially in another round of consultations, we can look at other alternatives to the sport. We could have two separate consultations: one for sport and one for spiritual and artistic forms of recreation.

Board seemed to agree that this is a good start. In seeking to understand the needs of our leagues, this is where we are going to begin.

**Motion 2019-11-07-07:** "The EFCL host panels to discuss Community League Sport and Recreation."

**M. Narsing/R. Feroe**  
**PASSED**

**Brief break - R. Barber called the meeting back to order at 8:03**

## **5.0 Discussion items**

### **5.1 Review General Meeting, Hawrelak Park Soiree, Leagues Alive General Meeting**

There was low attendance at the 2019 Fall General Meeting, so L. Cunningham-Shpeley asked for feedback as to what could we do to bring more people out. The following suggestions were made:

- Having our next meeting in another district (District J or I)
- Having one short keynote that's attractive, a 20-minute thing.
- C. Shannon pointed out the CoE has licenses for the Great Disconnect documentary on the impact of loneliness and getting to know your neighbours. EFCL has five licenses, so maybe we could take a 20-minute segment.
- Sending meeting requests so they go straight to the calendar. Leagues receive a lot of emails. If you don't read every email, you miss that there's a meeting coming up. If they are meeting requests, they're flagged differently.
- We should do engagement at the beginning of the meeting.
- Perhaps EFCL could engage a local brewery or winery and have samples: we could support local.
- The meeting was close to leagues alive, that could have been a factor as well.
- We could let Leagues know all members are welcome to attend.

R. Barber pointed out that it is very important to get people out to the next meeting as the Asset Infrastructure Database is closing on Nov 13th, which could have a huge impact on the community league movement. EFCL is also launching the Tripartite Engagement next meeting.

Winter 2020 General Meeting is February 6th.

### **Action: L. Cunningham-Shpeley will put out a calendar invite for the Spring 2020 General Meeting**

Hawrelak Park Soiree: included 40-50 attendees, internal stakeholders, dedicated volunteers, general contractors, project managers, tours of the site, food. The EFCL has engaged with the Publicity Room to help EFCL with its reputation with the build and assist with getting media out for future events.

Leagues Alive: L. Cunningham-Shpeley thanked those who were able to make it. The take away was the importance of leagues chatting and networking with one another. C. Johnson will do a full report for December. Five Councillors were there for lunch, there was a good speech from Councillor Nickel. There were 98 attendees and 17 different sessions.

### **5.2 Strategic Board Planning**

The importance of strategic planning was discussed and R. Barber said he is hoping to host a Strategic Planning session at the end of November or in December. A suggestion was made that in future years can we do strategic planning six months in advance of budget preparation. Perhaps post-AGM so staff has time to prepare. The Board strongly expressed their support for Strategic Planning and Board Retreats. Discussion ensued on the ideal date for the strategic plan.

### **Action: L. Cunningham-Shpeley to put out a Doodle poll with a November, December, and January date for Board strategic planning.**

### **5.3 HR Committee Call for Leadership and Members**

This committee has no members right now. R. Barber notes this is an important committee for HR policy, issues that may arise, etc. Function is very important to EFCL. TOR will be shared with board.

New policies only made as a recommendation, not moved. Policies updated in 2018 but not moved. M. Makarechian notes late 2017 there was a motion to move HR policies out of board's hands and into the executive director's hands. R. Barber understands the HR committee's role was to advise on HR issues beyond ED's ability to control. Some confusion around role of the HR committee. R. Barber asks for the TOR to be sent to board. M. Makarechian notes some board seats are vacant and the board is busy already. R. Barber notes Liz (who is absent tonight) may want to chair the committee. A. Lunden is interested in being on the committee. L. Rosinski asks if board is governance or operational in nature. R. Barber notes HR committee is hands off unless required. M. Makarechian notes operational versus governance was discussed at length and the board is a hybrid of both. L. Rosinski notes the distinction should be clear. R. Barber notes

new board members will be on-boarded by president and ED. M. Makarechian suggests discussion around this bi-annually.

L. Cunningham-Shpeley explained the intent behind the HR committee is to deal with issues that come up with staff that L. Cunningham-Shpeley, as ED can't address. The intent is to be there to support L. Cunningham-Shpeley, or if the staff had concerns with her and needed a place to go.

Current members HR Committee Members: L. John-West, R. Barber, M. Narsing.

M. Makarechian thought in the past the EFCL Board President was excluded from HR committee on the grounds that they work closely with ED, and the HR committee needs distance.

**Action: L. Cunningham-Shpeley to check ToR to determine whether the President can be part of the HR committee.**

## 6.0 District updates

- **District F - R. Feroe:** had one District F meeting that was poorly attended, had another meeting that had to be rescheduled as it was the same night as an important advocacy issue in Oliver. Not much news. The fact that people aren't really using District F might be a good sign, as maybe they are being helped by the EFCL.
- **District C - M. Narsing:** is improving from where it was a year ago. A couple of leagues have been rejuvenated. There is more coordination amongst leagues on events that they are doing. Communication is improving. The area council is growing.
- **District I - D. Bartel:** D. Bartel said engagement has been an issue in District I. A Board discussion ensued regarding communications with Leagues District Representatives represent. Sometimes Representatives are hesitant to send emails because they may get lost amongst other emails. The discussion included debate on the merits of meetings, phone calls, and L. Cunningham-Shpeley visiting meetings.
- **District E - D. Steele:** no updates, waiting to meet with L. Cunningham-Shpeley. R. Barber offered his support if needed.
- **District K - M. Makarechian:** I haven't been getting invites to the area council meeting. Sometimes the EFCL message goes through cycles and enthusiasm is lagging in the District right now. He asked if EFCL could provide information to District Representatives on what Leagues in their Districts have asked for help from EFCL, so the District Representative could follow up. L. Cunningham-Shpeley said EFCL can provide that information. M. Makarechian would like to get L. Cunningham-Shpeley to attend an area council meeting. L. Cunningham-Shpeley reminded other District Representatives that she can attend any meetings that District reps might need.
- **District D - G. General:** Fall 2020 General Meeting had a big District D turnout. G. General has met one Board member from eleven of her leagues. The key is attending their events - that strategy is working. Secord Community League asked for advice on volunteer recruitment, Edgemont league isn't official but they are keen to learn as much as they can, and it is likely that Rio Terrace will be hosting Tipi Teachings. The West End Seniors Centre reached out to see about collaborating with leagues, got a question on what the process is to get EFCL to sponsor events that they host. L. Cunningham-Shpeley answered that EFCL does not have resources to sponsor leagues financially.
- **President - R. Barber:** R. Barber has a president's meeting to be scheduled. R. Barber is the chair of the Tripartite Working Group. He thanked the CoE for accommodating his time during Tripartite negotiations. Following the provincial budget announcement he prepared correspondence to Leagues and asked for a meeting with Minister of Culture about CFIP and CIP grants. He will follow up in the future. He attended Board training with Rayna that was great. R. Barber attended the Hawrelak Park Soiree and gave a speech on behalf of the Board that was well received. He has had a number of strategic communications with L. Cunningham-Shpeley and is excited about EFCL's new communications person. R. Barber and L. Cunningham-Shpeley meet regularly on Tuesdays. He also spoke at Leagues alive. R. Barber is focusing on the fact that EFCL is representative of ALL communities across Edmonton and is trying to convey that through messaging.

It has been M. Makarechian's understanding that if an item is in a report that is below the exemption line, the Board is giving the staff members approval to proceed. There is a difference between not having the energy to discuss and green light. There is either explicit or implicit approval, and not discussing them gives implicit approval. After that clarification, the following motion was made:

**Motion 2019-11-07-08:** "Items 6.1, 6.3, 6.5, 5.6, 6.7, and 6.8 be received for information."  
**M. Makarechian/G. General**



## **PASSED**

**CoE report from C. Shannon:** CLIP grants are still available, and it may not be increased if the grants are not being used. The Board asked for EFCL to spread the word. C. Shannon pointed out that applications are still being accepted on the advisory committee that advises CoE on engagement. An ice-making workshop is being held at Belvedere community league. Nov. 20th the new revitalization strategies on Inglewood and Belvedere are going to Council as information items. They are not up for approval, as communities helped make the strategies.

An audit on the process for improving community-led construction processes will be presented to the council. The Board asked if EFCL will have a chance to see a copy. C. Shannon answered that the auditor will look at everything they've done and seen if they've met the requirements of the audit. The CoE needs to show that they have gathered input from the community and there is a plan to improve. C. Shannon pointed out there is a working group that has seen this, L. Cunningham-Shpeley was part of the working group. C. Shannon has an understanding that CoE reports would be out two weeks in advance but she will double-check.

**Action: C. Shannon to double-check if CoE report will be sent out to EFCL in advance.**

**Action: L. Cunningham-Shpeley to send an email to District Representatives that a moderate amount of CoE CLIP funding is still available this year.**

### **6.2 Service Package Document for Distribution**

L. Cunningham-Shpeley: some of the councilors have said it is important for them to hear from leagues about what is important in this Service Package, as L. Cunningham-Shpeley's voice doesn't carry as much weight. Leagues need to speak out. They were supposed to speak on December 11th, but the date has been moved to maybe be December 5th or 6th. L. Cunningham-Shpeley will request that it be time-specific after supper. C. Johnson has agreed to be the main contact. He will be speaking.

**Action: District Representatives are asked to find a couple of people in their Districts to speak at City Council. It will be good to have Board members in the audience to show support for this.**

A discussion ensued on whether the EFCL could ask for CoE's support in their ask to City Council. C. She pointed out that the CoE and City Council need to see complementarity from EFCL as City Council does not want to double fund things. She also clarified that the CoE is presenting this as a pilot project that will be monitored and evaluated is good. She said she thinks both organizations have work to do to figure out what EFCL, Leagues and the CoE are best placed to do. These conversations need to happen as part of renewing the partnering agreement.

A discussion emerged with the EFCL Board possibly putting forward a motion to request the City of Edmonton Neighbourhood Services Branch support EFCL's ask for funding for the Service Package. C. Shannon recommends giving David and Jackie Foord a call.

**Motion 2019-11-07-09:** "Whereas community leagues have been a key instrument in social development in the City of Edmonton for 102 years, whereas community leagues represent the most cost-effective way to do community development work supported city of Edmonton staff, whereas the CoE has identified connectedness as its top strategic priority.

The EFCL Board formally requests support of CoE Administration Community League Service Innovation Package as part of the supplemental operational budget 2020."

**M. Makarechian/R. Feroe**

## **PASSED**

**Action: The CoE needs performance and evaluation measures and EFCL will get that to C. Shannon. C. Shannon advises having key messages to show a presentation (3-4 slides) for Council and for CoE.**

M. Makarechian says it will be ideal if Rob and L. Cunningham-Shpeley can prep to answer each other's questions.

The Next EFCL Board meeting will be December 12th. It will be at 4:30 PM. It will be a short meeting, about an hour, and then we will all go to Candy Cane Lane.

**Meeting adjourned by R. Barber at 9:49 PM.**

## 5.0 DECISION ITEMS

**MEETING DATE :** December 12, 2019

**AGENDA ITEM # :** 5.1 – Review And Discussion—Budget 2020

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

**Item 5.1**

### Recommendation:

For the EFCL Board to approve the 2020 budget as presented.

### Background:

#### Some areas to note:

**City of Edmonton Operating-** we do not expect to get any cost of living increase in this amount. However as of time of printing, there was some indication that we would likely receive the Service package from the City for \$145k for next year.

**Green Leagues-** for 2020, the COE has funded our program for \$80,000. The total of \$145,000 is the new funding, plus what we anticipate we will have remaining to spend before March 31st.

**CSJ/Step-** with the changes in funding, we anticipate getting one Canada Summer Job student in 2020

**Corporate Partnerships-** As of November 27th we had not yet billed our corporate partners as this is done in December.

**Great Neighbour Event-** as we are restructuring this event, we have reduced the amount we expect to receive.

**Bulk Purchase Passes-** We had one League purchase a large number of passes in 2019, we see this as an anomaly and don't expect it will happen again.

**Re-Sound fees-** we were not billed for this, nor have we billed the Leagues. We are currently looking into the changes with this.

**Showcase-** the Board has identified interest in a big showcase event this year, and the budget has been raised to accommodate that.

**Membership Drive-** would the board like to see this increased to provide opportunities for the EFCL to support Memberships in different ways? Ex: RECOVER Prototype

**Walking Program-** We would like to continue to host Urban Poling Workshops in 2020

**Website-** As the website was not completed in 2019, we have moved funding over for 2020 to complete the project then.

**Professional Fees-** we have increased these to reflect the needs of the organization.

**Consulting Fees-** we have increased these as well, to accommodate for a Health Strategy Consultant as well as to accommodate the needs of the Active Recreation work that we would like to continue.

<b>Edmonton Federation of Community Leagues</b>						
<b>Budget-to-Actual Statement</b>						
<b>Account #:</b>	<b>Account Descriptions:</b>	<b>2020 Budget</b>	<b>2019 Budget</b>	<b>2019 Actual</b> <i>(Unaudited - Nov 22 2019)</i>	<b>2018 Budget</b>	<b>2018 Actual</b> <i>(Audited)</i>
<b>Revenue</b>						
<b>Grant Revenue</b>						
	C of E Operating	\$ 583,717	\$ 583,717	\$ 512,356	\$ 585,000	\$ 583,717
	Casino	\$ 48,000	\$ 70,000	\$ 62,986	\$ 36,000	\$ 30,316
	Green Leagues	\$ 145,000	\$ 90,000	\$ 67,903	\$ 70,000	\$ 73,504
	CSJ/STEP	\$ 9,000	\$ 22,200	\$ 8,400	\$ 14,400	\$ 11,835
	Edmonton Sports Council	\$ -	\$ -	\$ -	\$ 6,000	\$ 10,000
	100th Anniversary Capital Project Grants/Sponsors	\$ 2,000,000	\$ 200,000	\$ 149,642	\$ -	\$ 70,991
	Other Grants	\$ 58,000	\$ -	\$ 28,239	\$ 12,515	\$ 21,791
	Amortization - Deferred Contribution	\$ -	\$ -	\$ -	\$ -	\$ 6,796
<b>Total Grant Revenue</b>		<b>\$ 2,843,717</b>	<b>\$ 965,917</b>	<b>\$ 829,526</b>	<b>\$ 723,915</b>	<b>\$ 808,950</b>
<b>Operational Revenue</b>						
	Membership Dues	\$ 99,400	\$ 98,000	\$ 89,937	\$ 98,000	\$ 97,630
	Online Sales and Fees	\$ 67,000	\$ 70,000	\$ 62,874	\$ 45,000	\$ 66,173
	League Supplies	\$ 26,000	\$ 27,000	\$ 25,817	\$ 28,000	\$ 25,402
	Bulk Purchase Passes - C of E	\$ 22,000	\$ 20,000	\$ 33,577	\$ -	\$ 19,683
	Re:Sound Fees	\$ -	\$ 9,700	\$ (150)	\$ -	\$ 9,700
	Facility Rental	\$ -	\$ 1,000	\$ 595	\$ -	\$ 1,705
	Corporate Partnerships	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 25,000
	Corporate Event Sponsorships	\$ 15,000	\$ 15,000	\$ 2,000	\$ 15,000	\$ 3,500
	Programs/Workshops (Leagues Alive and Other)	\$ 3,300	\$ 3,000	\$ 3,178	\$ -	\$ 3,170
	Great Neighbour Race	\$ 3,000	\$ 8,000	\$ 6,190	\$ -	\$ 7,026
	Donations	\$ -	\$ -	\$ -	\$ -	\$ 1,879
<b>Total Operational Revenue</b>		<b>\$ 265,700</b>	<b>\$ 281,700</b>	<b>\$ 224,017</b>	<b>\$ 216,000</b>	<b>\$ 260,867</b>
<b>Other Revenue</b>						
	Interest Revenue	\$ 20,000	\$ 20,000	\$ 43,610	\$ 8,500	\$ 27,203
		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Other Revenue</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 43,610</b>	<b>\$ 8,500</b>	<b>\$ 27,203</b>
<b>Total Revenues</b>		<b>\$ 3,129,417</b>	<b>\$ 1,267,617</b>	<b>\$ 1,097,153</b>	<b>\$ 948,415</b>	<b>\$ 1,097,020</b>
<b>Cost of Goods Sold - Operational</b>						
	Merchant Fees from Online Sales	\$ 13,000	\$ 12,000	\$ 11,891	\$ 12,000	\$ 12,538
	League Supplies	\$ 25,000	\$ 25,000	\$ 25,583	\$ 25,000	\$ 24,375
	Bulk Purchase Passes - C of E	\$ 20,000	\$ 18,000	\$ 32,257	\$ -	\$ 18,298
	Re:Sound Fees	\$ -	\$ 7,000	\$ -	\$ -	\$ 6,878
<b>Total Cost of Goods Sold - Operational</b>		<b>\$ 58,000</b>	<b>\$ 62,000</b>	<b>\$ 69,731</b>	<b>\$ 37,000</b>	<b>\$ 62,089</b>

**Edmonton Federation of Community Leagues**

**Budget-to-Actual Statement**

Account #:	Account Descriptions:	2020 Budget	2019 Budget	2019 Actual (Unaudited - Nov 22 2019)	2018 Budget	2018 Actual (Audited)
<b>Expenses</b>						
<b>Facility Expenses</b>						
	Base Maintenance - Lease C of E	\$ 20,000	\$ 9,000	\$ 29,387	\$ 11,000	\$ 156
	Utilities - Lease C of E	\$ 10,000	\$ 18,000	\$ 8,815	\$ 22,140	\$ 8,165
	Callout Repairs - Lease C of E	\$ -	\$ 500	\$ -	\$ 500	\$ -
	Security - Lease C of E	\$ 400	\$ 500	\$ 272	\$ 1,200	\$ 381
	Insurance	\$ 3,000	\$ 2,000	\$ 2,624	\$ 1,500	\$ 2,158
	Janitorial	\$ 2,300	\$ 4,000	\$ 1,960	\$ 4,600	\$ 2,106
	Telephone & Internet	\$ 5,000	\$ 5,000	\$ 4,182	\$ 5,000	\$ 4,913
	Staff Cell Phones	\$ 3,500	\$ 4,000	\$ 2,480	\$ 3,000	\$ 2,530
	<b>Total Facility Expenses</b>	<b>\$ 44,200</b>	<b>\$ 43,000</b>	<b>\$ 49,720</b>	<b>\$ 48,940</b>	<b>\$ 20,410</b>
<b>Programming &amp; Community League Services</b>						
	Showcase	\$ 10,000	\$ 8,000	\$ 5,081	\$ -	\$ -
	Leagues Alive Workshop	\$ 13,000	\$ 13,000	\$ 16,437	\$ 13,000	\$ 16,673
	Heritage Days	\$ 5,000	\$ 5,000	\$ -	\$ 6,000	\$ 5,371
	Community League Day	\$ 7,500	\$ 8,000	\$ 5,847	\$ 8,000	\$ 7,715
	Promotional Items	\$ 5,000	\$ 5,000	\$ 6,220	\$ 6,000	\$ 3,865
	Volunteer Appreciation	\$ 2,000	\$ 2,000	\$ 2,159	\$ 2,500	\$ 2,448
	Corporate Sponsorship Appreciation	\$ 1,000	\$ 1,000	\$ -	\$ 3,000	\$ -
	Community Development Workshops	\$ 500	\$ 500	\$ 151	\$ -	\$ -
	Rink Contest Party	\$ 1,100	\$ 1,000	\$ 1,059	\$ 1,500	\$ 1,021
	100th Anniversary Sod Turning/Campaign Costs	\$ -	\$ -	\$ -	\$ 6,000	\$ -
	Planning Workshops/Toolkit	\$ -	\$ -	\$ -	\$ -	\$ -
	Evaluation	\$ 1,500	\$ -	\$ -	\$ -	\$ -
	Programs	\$ 3,000	\$ -	\$ 1,120	\$ -	\$ -
	Workshops	\$ 3,300	\$ 8,000	\$ 2,674	\$ 5,000	\$ 20,770
	Membership Drive	\$ -	\$ 500	\$ 245	\$ -	\$ 506
	Diversity & Inclusion	\$ 1,000	\$ 1,000	\$ 557	\$ -	\$ 3,854
	Walking Program (Urban Poling)	\$ 2,000	\$ -	\$ 7,367	\$ -	\$ 1,873
	Great Neighbour Race	\$ 4,000	\$ 6,000	\$ 5,530	\$ 5,000	\$ 6,466
	Green Leagues	\$ 77,500	\$ 7,000	\$ 11,060	\$ 5,000	\$ 6,697
	Tipi Teachings	\$ 4,000	\$ -	\$ 3,715	\$ -	\$ -
	<b>Total Programming &amp; Community League Services</b>	<b>\$ 141,400</b>	<b>\$ 66,000</b>	<b>\$ 65,506</b>	<b>\$ 61,000</b>	<b>\$ 77,260</b>
<b>General &amp; Administrative Expenses</b>						
	Advertising & Marketing	\$ 8,000	\$ 10,000	\$ 5,183	\$ 10,000	\$ 2,766
	Interest & Bank Charges	\$ 250	\$ 400	\$ 98	\$ 600	\$ 224
	Office Equipment Maintenance	\$ 6,000	\$ 6,000	\$ 5,065	\$ 1,000	\$ 5,505
	Office Supplies	\$ 8,000	\$ 7,000	\$ 5,176	\$ 10,000	\$ 4,854
	Photocopy/Postage	\$ 6,500	\$ 6,000	\$ 6,069	\$ 6,000	\$ 6,172
	Courier	\$ 400	\$ 500	\$ 211	\$ 400	\$ 356
	Goodwill/Recognition	\$ 2,000	\$ 2,000	\$ 252	\$ 2,000	\$ 2,577
	Amortization	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 31,399
	E-Mail & IT Support	\$ 18,500	\$ 12,000	\$ 13,185	\$ 1,300	\$ 11,855
	Website & APP	\$ 30,000	\$ 50,000	\$ 9,785	\$ 4,000	\$ 3,818
	Membership Dues & Subscriptions	\$ 1,000	\$ 1,000	\$ 848	\$ 1,500	\$ 1,126
	Recruitment	\$ 600	\$ 1,000	\$ -	\$ 800	\$ 1,599
	Parking	\$ 1,200	\$ 1,000	\$ 1,175	\$ 1,200	\$ 796
	Grant Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total General &amp; Administrative Expenses</b>	<b>\$ 107,450.00</b>	<b>\$ 121,900.00</b>	<b>\$ 72,047.01</b>	<b>\$ 63,800.00</b>	<b>\$ 73,045.01</b>
<b>Governance Expenses</b>						
	Governance - Committee Meetings	\$ 5,000	\$ 5,000	\$ 4,314	\$ 2,000	\$ 4,760
	Governance - Board Meetings	\$ 3,000	\$ 3,000	\$ 2,861	\$ 3,000	\$ 4,808
	Governance - District Meetings	\$ 2,000	\$ 3,000	\$ 760	\$ 4,000	\$ 165
	Governance - General Meetings	\$ 10,000	\$ 7,000	\$ 11,503	\$ 7,000	\$ 6,544
	Governance - Board Training	\$ 2,000	\$ 2,000	\$ 680	\$ 2,000	\$ 839
	Board Secretary	\$ 3,500	\$ 4,000	\$ 2,765	\$ 6,000	\$ 3,333
	<b>Total Governance Expenses</b>	<b>\$ 25,500</b>	<b>\$ 24,000</b>	<b>\$ 22,882</b>	<b>\$ 24,000</b>	<b>\$ 20,449</b>

**Edmonton Federation of Community Leagues**

**Budget-to-Actual Statement**

Account #:	Account Descriptions:	2020 Budget	2019 Budget	2019 Actual (Unaudited - Nov 22 2019)	2018 Budget	2018 Actual (Audited)
	Professional Fees - Audit	\$ 10,000	\$ 10,000	\$ 7,688	\$ 7,000	\$ 9,738
	Professional Fees - Legal	\$ 10,000	\$ 5,000	\$ 4,485	\$ 3,000	\$ 4,310
	Professional Fees - Design	\$ 10,000	\$ 4,000	\$ -	\$ -	\$ -
	Professional Fees - Other	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Professional Fees</b>	<b>\$ 30,000</b>	<b>\$ 19,000</b>	<b>\$ 12,173</b>	<b>\$ 10,000</b>	<b>\$ 14,048</b>
	<b>Staff Expenses</b>					
	Salaries	\$ 606,000	\$ 537,000	\$ 472,214	\$ 537,000	\$ 519,321
	Contracted Salaries	\$ 41,417	\$ 41,417	\$ 35,378	\$ 40,000	\$ 76,377
	Consulting Fees	\$ 50,000	\$ 40,000	\$ 34,561	\$ 40,000	\$ 13,618
	STEP/CSJ	\$ 10,800	\$ 31,200	\$ 22,622	\$ 16,400	\$ 24,679
	CPP/EI	\$ 36,200	\$ 38,000	\$ 32,495	\$ 57,619	\$ 34,423
	Group RRSP Program	\$ 16,200	\$ 12,600	\$ 11,400	\$ 12,600	\$ 12,300
	Training/Courses/Team building/Meetings	\$ 12,925	\$ 6,000	\$ 9,407	\$ 6,000	\$ 5,847
	Health Benefits	\$ 10,000	\$ 10,000	\$ 10,335	\$ 10,000	\$ 9,389
	Mileage	\$ 7,500	\$ 6,000	\$ 5,193	\$ 4,000	\$ 5,258
	<b>Total Staff Expenses</b>	<b>\$ 791,042</b>	<b>\$ 722,217</b>	<b>\$ 633,604</b>	<b>\$ 723,619</b>	<b>\$ 701,213</b>
	One-time - Growth Plan	\$ -	\$ -	\$ 853	\$ -	\$ 19,899
	One-time - 100th Anniversary - Funders Contribution	\$ 2,000,000	\$ 200,000	\$ 196,302	\$ -	\$ 69,990
	One-time - 100th Anniversary - EFCL Contribution	\$ -	\$ 26,000	\$ -	\$ -	\$ 21,147
	One-time - Marketing Plan (\$25,000)	\$ -	\$ 11,182	\$ 6,786	\$ -	\$ 14,163
	One-time - Bad Debts	\$ -	\$ -	\$ -	\$ -	\$ 11,431
	One-time - Strategic Plan (2019-2022)	\$ -	\$ 7,000	\$ -	\$ 5,000	\$ -
	<b>Total One-Time Expenses</b>	<b>\$ 2,000,000</b>	<b>\$ 244,182</b>	<b>\$ 203,941</b>	<b>\$ 5,000</b>	<b>\$ 136,629</b>
	<b>Total Budgeted Expenses</b>	<b>\$ 3,197,592</b>	<b>\$ 1,302,299</b>	<b>\$ 1,129,604</b>	<b>\$ 973,359</b>	<b>\$ 1,105,144</b>
	<b>Total Budgeted Income/Loss</b>	<b>\$ (68,175)</b>	<b>\$ (34,682)</b>	<b>\$ (32,451)</b>	<b>\$ (24,944)</b>	<b>\$ (8,124)</b>
Non-Cash Items	EFCL Operations - Amortization	\$ 32,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 31,399
	<b>Total Budgeted Income / Deficit</b>	<b>\$ (36,175)</b>	<b>\$ (9,682)</b>	<b>\$ (7,451)</b>	<b>\$ 56</b>	<b>\$ 23,275</b>

**MEETING DATE :** December 12, 2019

**Item 5.2**

**AGENDA ITEM # :** 5.2 - Great Neighbour Event

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

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**Recommendation:**

Upon review of the communications plan provided, the EFCL is to proceed with a re-branded Great Neighbour event in Hawrelak park at the end of April, that is supported by a contracted staff (0.6 FTE January to April) who will work with a Great Neighbour working group to bring a new perspective to the event.

**Background:**

Motion from October 2019 meeting:

**191010 6.1 Motion: M.Makarechian moves to collaborate with the new comm's person to bring back a recommendation to Dec board meeting for board consideration. L.Rosinski seconds. Carried**

September/October 2019 Board package info on Great Neighbour Race:

Great Neighbour Race 2020 Recommendations

Prepared by: 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 100<sup>th</sup> 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 100<sup>th</sup> Anniversary Project endowment, it has not been run as a fundraiser. Going into our 5<sup>th</sup> year of the race we need two major decisions from the board, outlined in the recommendations below.

**Recommendation to the Board-October 2019 Meeting:**

**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**

## 6.0 DISCUSSION ITEMS

**MEETING DATE :** December 12, 2019

**Item 6.1**

**AGENDA ITEM # :** 6.1 – Communications Plan

**PRESENTED BY:** Janita Burgess, Communications & Engagement Advisor

### JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Design membership supply materials (Janita)	2 Send info and invites for March workshop (Colin)	3 100 project social media contest (Janita)	4
5 Cromdale Tipi Teachings (Rayna)	6 Send out materials for Feb AGM (Colin) Announce contest winner (Janita)	7 E-News and social media plaza update (Janita)	8 100 project Instagram story (Janita)	9 Board meeting (Laura) Child friendly Edmonton mtg (Stephanie)	10 100 project Facebook post (Janita)	11
12 Cromdale Tipi Teachings (Rayna)	13 100 project Facebook post (Janita)	14 Arena users advisory cmt mtg (Joanne)	15 100 project Instagram story (Janita)	16 100 project Facebook post (Janita)	17 100 project Facebook post (Janita)	18
19 Cromdale Tipi Teachings (Rayna)	20 100 project Facebook and Instagram posts (Janita)	21 E-News (Janita)	22 100 project Instagram story (Janita)	23	24 100 project Facebook post (Janita)	25
26 Cromdale Tipi Teachings (Rayna) FOTI party for Rosslyn (all staff)	27 100 project Facebook post (Janita)	28 Sports field users cmt mtg (Joanne)	29 Planning & Development cmt mtg (Stephanie) 100 project Instagram story (Janita)	30 Possible Flying Canoe Festival involvement (Laura)	31 100 project Facebook, Twitter, and Instagram posts and website update (Janita)	

#### Ongoing:

Preparation for February AGM (all staff)

Prime membership sales month (Joanne)

Incoming League membership supply orders (Joanne)

Green Leagues sponsored energy audits (Michael)

Tripartite Agreement renegotiation engagement survey (Laura)

Fundraising for 100 project (Nora)

Date TBD:

AMA partnership initiative (Laura and Nora)  
League teaching half-day workshop (Colin)  
District meeting (Colin)  
Neighbourhood Services / EFCL lunch & learn (Colin)  
Neighbourhood Services / EFCL gathering (Colin)  
Speed management group meeting (Colin)  
Governance workshop (Colin)  
Membership working group meeting (Joanne)  
Yeg garden suites workshop (Stephanie)  
Street speeds meeting x2 (Stephanie)

FEBRUARY

Sunday	Monday	Tuesday	Wednes-	Thursday	Friday	Saturday
						1 Send info and invites for April workshop
2 Laurier Heights Tipi Teachings (Rayna)	3	4 E-News (Janita)	5	6 EFCL AGM (all staff)	7	8 Living streets workshop (Laura)
9 Laurier Heights Tipi Teachings (Rayna)	10	11 Arena users advisory cmt mtg (Joanne)	12	13 Board meeting (Laura)	14	15
16 Laurier Heights Tipi Teachings (Rayna)	17	18 E-News (Janita)	19	20	21	22
23 Laurier Heights Tipi Teachings (Rayna)	24	25 Sports field users cmt mtg (Joanne)	26 Planning & development cmt mtg (Stephanie)	27	28	29

Ongoing:

Prime membership sales month (Joanne)  
Incoming League membership supply orders (Joanne)  
Coordinating League membership supplies (Joanne)  
Tripartite Agreement renegotiation engagement open houses (6) (Laura, others)  
Green Leagues sponsored energy audits (Michael)  
Fundraising for 100 project (Nora)

Date TBD:

League teaching half-day workshop (Colin)  
District meeting (Colin)  
First on the Ice Party for runner-up (all staff)  
EFCL Plaza grand opening (Nora, others)  
Yes garden suites workshop (Stephanie)  
Street speed workshop x2 (Stephanie)



MARCH

Sunday	Monday	Tuesday	Wednes-	Thursday	Friday	Saturday
1Send info and invites for May workshop (Colin)	2	3E-News (Janita)	4	5	6	7Fraser Tipi Teachings (Rayna)
8	9	10Arena users advisory cmt mtg (Joanne)	11	12Board meeting (Laura) Child friendly Edmonton mtg (Stephanie)	13	14Fraser Tipi Teachings (Rayna)
15	16	17E-News (Janita)	18	19	20CEAG grant reporting & evaluation due (Michael)	21Fraser Tipi Teachings (Rayna)
22	23	24Sports field users cmt mtg (Joanne)	25Planning & development cmt mtg (Stephanie)	26	27	28Fraser Tipi Teachings (Rayna)
29	30	31E-News (Janita)				

Ongoing:

Coordinating League membership supplies (Joanne)  
 Tripartite Agreement renegotiation engagement open houses (6) (Laura, others)  
 Green Leagues sponsored energy audits (Michael)  
 Fundraising for 100 project (Nora)

Date TBD:

March League teaching half-day workshop (Colin)  
 District meeting (Colin)  
 Hall rental workshop (Joanne)  
 Yeg garden suites workshop (Stephanie)  
 Street speed working group meeting x2 (Stephanie)

APRIL

Sunday	Monday	Tuesday	Wednes-	Thursday	Friday	Saturday
			1Send info and invites for June workshop (Colin)	2	3	4
5Rio Terrace Tipi Teachings	6	7	8	9Board meeting (Laura)	10	11
12Rio Terrace Tipi Teachings (Rayna)	13	14Arena users advisory cmt mtg (Joanne)	15	16	17	18
19Rio Terrace Tipi Teachings (Rayna)	20	21	22	23	24	25
26Rio Terrace Tipi Teachings (Rayna)	27	28Sports field users cmt mtg (Joanne) E-News (Janita)	29Great Neighbour Event (Colin, others) Planning & development cmt mtg (Stephanie)	30		

Ongoing:

Preparation for May AGM (all staff)  
 Coordinating League membership supplies (Joanne)  
 League membership supplies pick-up (Joanne)  
 Energy 101 workshops (Michael)

Date TBD:

League teaching half-day workshop (Colin)  
 Send materials out for May AGM (Colin)  
 District meeting (Colin)  
 Winter festival working group meeting (Colin)  
 Neighbourhood Services / EFCL lunch and learn (Colin)  
 Neighbourhood Services / EFCL gathering (Colin)  
 Speed management group meeting (Colin)  
 Governance workshop (Colin)  
 Membership working group meeting (Joanne)  
 Yeg garden suites workshop (Stephanie)

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Send info and invites for July workshop (Colin)	2
3 Wellington Park Tipi Teachings (Rayna)	4	5	6	7	8 Child friendly Edmonton mtg (Stephanie)	9
10 Wellington Park Tipi Teachings (Rayna)	11 EPS crime prevention week possible involvement	12 Arena users advisory cmt mtg (Joanne)	13	14 Board meeting (Laura)	15 Servus membership sales kits delivered (Joanne)	16
17	18	19	20	21	22	23
24 Wellington Park Tipi Teachings (Rayna)	25	26 Sports field users cmt mtg (Joanne) E-News (Janita)	27 Planning & development cmt mtg (Stephanie)	28	29	30
31 Wellington Park Tipi Teachings (Rayna)						

Ongoing:

League membership supplies pick-up (Joanne)

Date TBD:

May AGM (all staff)

League teaching half-day workshop (Colin)

District meeting (Colin)

100 project path grand opening (Nora)

Yeg garden suites workshop (Stephanie)

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Send info and invites for August workshop (Colin)	2	3	4	5	6
7 Bonnie Doon & Avonmore Tipi Teachings (Rayna)	8	9 Arena users advisory cmt mtg (Joanne) E-News (Janita)	10	11 Board meeting (Laura)	12	13
14 Bonnie Doon & Avonmore Tipi Teachings (Rayna)	15	16	17	18	19	20
21 Bonnie Doon & Avonmore Tipi Teachings (Rayna)	22	23 Sports field users cmt mtg (Joanne) E-News	24 Planning & development cmt mtg (Stephanie)	25	26	27
28 Bonnie Doon & Avonmore Tipi Teachings (Rayna)	29	30				

Ongoing:

Preparation for Community League Day (all staff)  
 Preparation for Leagues Alive (all staff)  
 League membership supplies pick-up (Joanne)  
 Sustainability scholar project (Michael)

Date TBD:

League teaching half-day workshop (Colin)  
 District meeting (Colin)  
 Membership workshop (Joanne)  
 Possible pride month event (Joanne, others)

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Send info and invites for September workshop (Colin)	2 Open registration for Leagues Alive (Colin)	3	4
5 Crestwood Tipi Teachings (Rayna)	6	7 E-News (Janita)	8	9 Board meeting (Laura) Child friendly Edmonton mtg (Stephanie)	10	11
12 Crestwood Tipi Teachings (Rayna)	13	14 Arena users advisory cmt mtg (Joanne)	15	16	17	18
19 Crestwood Tipi Teachings (Rayna)	20	21 E-News (Janita)	22	23	24	25
26 Crestwood Tipi Teachings (Rayna)	27	28 Sports field users cmt mtg (Joanne)	29 Planning & development cmt mtg (Stephanie)	30	31	

Ongoing:

Prime membership sales month (Joanne)  
Sustainability scholar project (Michael)  
Preparation for EFCL's 100th anniversary (Nora)

Date TBD:

League teaching half-day workshop (Colin)  
District meeting (Colin)  
Neighbourhood Services / EFCL lunch and learn (Colin)  
Neighbourhood Services / EFCL gathering (Colin)  
Speed management group meeting (Colin)  
Governance workshop (Colin)  
Membership working group (Joanne)  
Launch bookkeeping pilot project (Nora)  
Begin development of financial services division (Nora)

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1Heritage Days (Laura, Nora, others)
2	3	4E-News (Janita)	5	6	7	8
9	10	11Arena users advisory cmt mtg (Joanne)	12	13	14	15
16	17	18E-News (Janita)	19	20	21	22
23	24	25Sports field users cmt mtg (Joanne) E-News	26Planning & development cmt mtg (Stephanie)	27	28	29
30	31					

Ongoing:

Prime membership sales month (Joanne)  
 Create kits for Community League Day (Joanne)  
 Preparation for Community League Day (all staff)  
 Preparation for Leagues Alive (all staff)  
 Sustainability scholar project (Michael)

Date TBD:

League teaching half-day workshop (Colin)  
 District meeting (Colin)  
 Showcase event for Leagues (Laura, others)

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Send info and invites for November workshop (Colin) E-News (Janita)	2	3	4	5
6	7	8 Arena users advisory cmt mtg (Joanne)	9	10 Board meeting (Laura) Child friendly Edmonton mtg (Stephanie)	11	12
13	14	15 E-News (Janita)	16	17	18	19 Community League Day (all staff)
20	21	22 Sports field users cmt mtg (Joanne)	23	24	25	26
27	28	29 E-News (Janita)	30 Planning & development cmt mtg (Stephanie)			

Ongoing:

Preparation for Community League Day (all staff)  
 Preparation for Leagues Alive (all staff)  
 Preparation for October AGM (all staff)  
 Prime membership sales month (Joanne)  
 Sustainability scholar project (Michael)

Date TBD:

League teaching half-day workshop (Colin)  
 Send materials out for October AGM (Colin)  
 District meeting (Colin)

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 Board meeting (Laura)	9	10
11	12	13 Arena users advisory cmt mtg (Joanne) E-News (Janita)	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Sports field users cmt mtg (Joanne) E-News (Janita)	28 Planning & development cmt mtg (Stephanie)	29	30	31

Ongoing:

Prepare membership supplies for offer (Joanne)  
Preparation for October AGM (all staff)  
Climate adaptation workshops (Michael)

Date TBD:

Leagues Alive (Colin, all staff)  
October AGM (all staff)  
District meeting (Colin)  
Winter festival working group meeting (Colin)  
Neighbourhood Services / EFCL lunch and learn (Colin)  
Speed management group meeting (Colin)  
Membership working group (Joanne)



NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Send info and invites for January workshop (Colin)	2	3	4	5	6	7
8	9	10 Arena users advisory cmt mtg (Joanne) E-News (Janita)	11	12 Board meeting (Laura) Child friendly Edmonton mtg (Stephanie)	13	14
15	16	17	18	19	20	21
22	23	24 Sports field users cmt mtg (Joanne) E-News (Janita)	25 Planning & development cmt mtg (Stephanie)	26	27	28
29	30 Send membership supply order forms to Leagues (Joanne)					

Ongoing:

Prepare membership supplies for offer (Joanne)

Date TBD:

League teaching half-day workshop (Colin)

District meeting (Colin)

DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Send info and invites for February workshop (Colin)	2	3	4	5
6	7	8 Arena users advisory cmt mtg (Joanne) E-News (Janita)	9	10 Board meeting (Laura)	11	12
13	14	15	16	17	18	19
20	21	22 Sports field users cmt mtg (Joanne) E-News (Janita)	23 Planning & development cmt mtg (Stephanie)	24	25	26
27	28	29	30	31		

Ongoing:  
N/A

Date TBD:  
District meeting (Colin)

**MEETING DATE :** December 12, 2019

**Item 6.2**

**AGENDA ITEM # :** 6.2—CFEP Letters And Action

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

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Following the email that went out to all Presidents at the end of October, we received a large number of responses on the Google form where we asked Leagues to articulate the challenges they would face with the CFEP funding cuts.

In mid November, we asked them all to write letters to Minister Aheer (Minister of Culture, Multiculturalism and Status of Women) cc'ing their MLA and ourselves. We received close to 15 letters from Leagues, and likely Leagues emailed directly without cc'ing the EFCL. These letters, along with the joint letter with the Federation of Calgary Communities were printed and hand delivered to the Legislature on November 28th.

We did not receive any responses to these letters from the government, other than an email from MLA Rakhi Pancholi, MLA for Edmonton-Whitemud:

*Good morning!*

*Just an update for you all that I tabled the letter in the Legislative Assembly on Thursday, November 28, 2019. Thank you so much for your advocacy on this issue – let us hope that the government receives the message about how important CFEP funding is to community leagues and the people they serve.*

*Regards,  
Rakhi*

*Rakhi Pancholi  
MLA for Edmonton-Whitemud  
Official Opposition Critic for Children's Services  
780-413-5970 | [edmonton.whitemud@assembly.ab.ca](mailto:edmonton.whitemud@assembly.ab.ca)  
#203 – 596 Riverbend Square, Edmonton, AB T6R 2E3  
□□□□□□□□□□□□ (Amiskwaciwāskahikan), Treaty 6 Territory*

The NDP have been very interested in the Community League story, and we let Leagues know to contact them directly if they were interested in participating in a press release. The EFCL also decided to join this press release after it was clear we were not hearing from government. This press release was hosted on Wednesday, December 4th, and Nora Begoray spoke on behalf of EFCL. Greg Lane, President for McCauley Community League, along with Jason Ruhl from Strathearn Community League, were keen to share their stories. Other League presidents are seen in the story below and have been thanked for taking the time to attend this.

CTV covered the CFEP story, both in an online article and on their 5 o'clock newscast. Here are the links:

<https://edmonton.ctvnews.ca/video?clipId=1842342&binId=1.2122246&playlistPageNum=1>

The story is at about 19:45, but also a visible shot of the participants in the background at the 2:15 mark.

<https://edmonton.ctvnews.ca/community-leagues-say-budget-cuts-could-hit-neighbourhoods-hard-1.4715901>

This is all the coverage that we could find, but it's great that it made the live newscast.

**MEETING DATE :** December 12, 2019

**Item 6.3**

**AGENDA ITEM # :** 6.3—Strategic Plan And Board Planning

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

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**Key Deliverables from contractor Michelle Anderson-Draper**

- Create an agenda and a pre-meeting with the Chair of the Board and Executive Director to review the plan (1/2 day).
- Develop a short stakeholder survey, hosting online and summarizing the results in December & January (2 days)
- Facilitation by Michelle Anderson-Draper & Sean Draper: January 18th or 25th, 2020 (1 full day
- X2)
- Refinement of Plan (1 full day)
- Follow up: Presentation of updated Strategic Plan in February 2020 (1/2 day includes prep and 1.5 hour meeting)
- Regular communication throughout.

Which day in January will work better- the 18th or 25th? There will be some pre-work to do before this session that will be sent out early January.

## 9.0 REPORTS

**MEETING DATE :** December 12, 2019  
**AGENDA ITEM # :** 9.2 – Executive Director’s Report  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 9.2**

November was a month that included a lot of advocacy for Community Leagues, including CFEP funding as well as the EFCL Service Package.

There were many meetings with City Council and Administration to ensure the Service Package was well understood and to receive feedback to understand any concerns or questions. At a meeting with City Administration, we were made aware that CLIP funding (Community League Infrastructure Funding) was \$1M underspent, and has been underspent by at least \$400k every year. This information was presented to Councillors as an option for where the Service Package could be funded, as it is a piece of infrastructure (building the online platform) that will support Leagues in all areas of work, including League infrastructure, mentorship and centralization of services.

### Meetings/Presentations:

1. As the 100th Anniversary Plaza project continues to progress, there continues to be weekly on-site meetings, as well as Friday morning updates and City of Edmonton project team meetings.
2. Meetings continue with Alberta Motor Association as they have submitted to their 2020 budget for funding for a pilot project between our organizations.
3. Work with REACH Edmonton with a change from CITYzen Connect work, to developing Community Safety asset together that would be a place to document great initiatives that have worked in Communities in order to more easily share best practices amongst Leagues. Presented collaboratively at the City Councillor Lunch and Learn on December 2nd.
4. Presented to Norquest College Social Work students program on the role that Community Leagues play in community development.
5. Presentation to Victoria Community Association Network workshop (Skype presentation) about the work that Leagues do in Edmonton in partnership with the municipality.
6. Tripartite Engagement Working Group, along with meeting with the City as part of the project team.
7. Met with NDP about the Lottery Fund and discussed the implications to Leagues, and options for raising the issue to Government
8. Worked with Federation of Calgary Communities to write a letter to Premier Kenney outlining the implications to both municipalities.
9. Met with the Oilers Foundation. They are interested in supporting year round sports in Edmonton. Currently gathering information on League sport amenities status with the help of the COE. Will be meeting with them again in January.
10. Attended Chamber of Commerce event with MLA Kaycee Madu.
11. Invited to present at the Social Summit: From Isolation to Connection- Strathcona County, December 10th, on how Leagues thrive when they use the assets and social capital, in their community.

**MEETING DATE :** December 12, 2019

**Item 9.3**

**AGENDA ITEM # :** 9.3 –Membership Working Group Report

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

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Further to surveys conducted with Community Leagues, the EFCL heard that Community Leagues wanted enhanced membership services. An e-mail invitation was made to all Membership Directors, asking for their participation. We also targeted specific “types” of Community Leagues in order to ensure that there was a voice at the table from a wide variety of types of Community Leagues, so that the EFCL could gain an understanding of the different challenges for Leagues, depending on their demographics. From this, we were able to form our Membership Working Group.

That group is comprised of:

Jenny Altarejos, Oak Hills Community League  
Crystal Boyde, Beverly Heights Community League  
Cheryl Fix, Yellowbird East Community League  
Russ Medvedev, Ottewell Community League  
Allison Rusland, Oliver Community League  
Dustin Sim, Lynnwood Community League

For our first meeting on November 17<sup>th</sup>, we discussed why the group was formed and why we were meeting. We asked for their interpretation of what enhanced membership services mean for their community league, challenges around membership for their league, what would help drive membership at their league, and a final blue-sky question around “wouldn’t it be nice if the EFCL could help me with membership by ....”

Two members of the group were not able to attend, and one member joined by telephone. Subsequent to the meeting, another member who was not in attendance did provide his feedback.

The minutes are attached, but key points:

- For success, all board members and event organizers must be involved in selling memberships at all league events. This includes selling memberships at the rink.
- Create consistent messaging and Membership Director trains board on benefits of membership and league membership messaging.
- Ensure membership sales are included in the planning of all events, and a membership sales table is onsite. Membership Director coordinates sales supplies.
- Door to door has been ineffective. Sales at special events has generated the most members.
- Ensure league is offering a variety of types of events to appeal to different demographics – seniors, youth, etc.
- Events are free to members, but a cost to non-members.
- Communications Officer helps greatly to promote these events and the opportunity to get membership, through social media and website updates. Also, through “old school” flyer delivery for Community League day.
- Listen to what people are saying is important to them, or what they want. Different demographics want different things.
- Members only activities, i.e. Movie Night. Be strict about checking for membership cards to attend events.
- Door to door selling, maybe tied into caroling.
- Membership based around athletics, i.e. tennis.
- League struggles to sell the value of membership, even where that membership is free.
- Should memberships be free?
- Limited number of board members and programs so don’t offer much to members.
- Lots of seniors, but if no newsletter, no way to connect with seniors.
- Maybe lowering cost of membership.

Wouldn't it be nice if the EFCL could help me with memberships by:

- Create messaging for leagues to use.
- Create an awareness of Community Leagues and what they do including advocacy for neighbours around transit, development, etc.
- More membership discounts/bulk purchase opportunities. i.e. Amazon Prime. High level discounts to increase the value of membership.
- Managing the administration side of membership sales, or all membership sales for leagues.
- Getting access to Condos/apartment buildings.
- Get serious about membership sales or make them free.
- List of benefits so people feel membership is worth it.
- Leverage purchasing power, i.e. for swim times and discounts at Rec Centres.
- Not using app because facebook page is well used, but EFCL could guide or endorse one of the apps that is available. Don't know which one they should use, so if the EFCL could research and then endorse. Find out what apps are available, the features offered, and the differences between them. Who is using them and what are the leagues using it for. Would allow leagues to make an educated choice.
- Expand beyond an app, but also for other suppliers, if EFCL could research, screen and then share that with the Leagues.
- Communibee app has lots of room for improvement, but the idea is solid.
- Connect leagues to resources such as Edmonton Tool Library or Toy Library.
- Find more discounts that would appeal to different demographics, i.e. seniors, single parents.
- Have a tab on the website with a list of membership benefits so no need to "push out". Leagues could view to see what is available.
- Ask Community Leagues what they have offered to members that was successful and share that success. Can learn from each other.
- Educate the public more about what league they are in, i.e. postal code look-up tool on EFCL website.
- Get charitable status so tax receipts could be issued.
- Get more "goodies" – items and discounts, as a way to bring them in.
- EFCL take on distribution of all membership cards with no admin fee, but league would be willing to pay higher membership dues to EFCL
- Automatic renewals.
- All membership info in one place, not multiple platforms. Ability to upload league sales info.
- Targeted/Coordinated big membership drive. Start promo earlier (ads, flyers drops) EFCL to do this - August or September - why leagues are important. Could partner with Scouts/Girl Guides/Cadets to do the flyer delivery.
- Help Community Leagues collaborate with other Community Leagues across the City and by District for snow removal, ice clearing, etc.
- Some tools to standardize and help with transition of directors would be helpful.
- Believe the key to membership sales is more events and programs, but they are largely dependent on volunteers and their level of commitment. Getting EFCL to coordinate recruitment of volunteers to drive programs.

November 21, 2019  
EFCL Office (7103 105 St NW)  
5:30 pm - 7:30 pm

Attendees: Joanne Booth, EFCL; Allison Rusland, Oliver Community League; Russ Medvedev, Ottewell Community League; Cheryl Fix, Yellowbird East (on phone); Jenny Altarejos, Oak Hills Community League; Colin Johnson, EFCL

1. Welcome/Introductions
  - Roundtable of introductions
2. Why We Are Here?
  - Introduction of how this came out of the survey asking what supports are needed
  - Discussed the variety of Leagues around the table
  - Noted that the minutes will be sent to the EFCL board
3. What Does Enhanced Membership Services Mean For Your Community League?
  - There is value in selling memberships at all events of the League
  - There is a benefit to making events free to members or restricted to members
  - Membership is a role of more than one person as it is too big for one person
    - Sometimes a role for the whole board
    - Sometimes a role for volunteers as well
    - Sometimes a role for a committee
  - Membership is sold through the rink shack
  - Sales are coordinated by membership director
  - Increased communications presence has been key
    - facebook reach
    - signs in the community
    - Flyers to all houses
  - There is a need to listen to the community and try to deliver something for all demographics (youth, parents, seniors, adults)
    - Some of these demographics are harder to reach
  - Membership benefits help
    - Edmonton Tool Library
    - Rec Centre Discounts
  - Door to door is high intensity, high reward
    - Access to apartments and condos makes door-to-door challenging
  - Membership is based heavily around athletics
    - Soccer
    - Skating
    - Tennis Courts
  - Administrative workload can be heavy
  - Leagues are starting to sell the advocacy role as a benefit of membership
  - Reliance on traditional membership base (long-term owners, families with kids, and heavily engaged members) can be problematic

Wouldn't It Be Nice If The EFCL Could Help Me With Membership By .....

- eliminating the admin fee to purchasers
  - There was some openness to increasing League fees to account for the work required for administration
- getting more benefits for members
  - Bulk purchasing
  - Discounts
- help Leagues explain the benefit of membership and the benefit of Leagues to potential members
- Negotiate swim times for Leagues
- Look into the apps that are out there (Communibee and NextDoor)
  - research or educate about the options that are there
  - What are the features of the apps?
  - At a glance review
  - What are Leagues using the app for / success stories
- Provide a listing of membership benefits (i.e. Tool library)
- Find discounts for underserved demographics (seniors, young adults, single parents)
- Ask CLs what benefits have been successful for them and share the info with other Leagues
- Help CLs share successes, tips, and tools with each other



- Offer a tool to know what your community league is, postal code lookup tool
- Offer Tax receipt for membership fees
- Define the role of membership committee
  - add 3-4 people, not on the board, to get out to all of the events
- Handle the distribution of all/most memberships with no admin fee
- Do automatic renewal of memberships
- Create a tool to keep Everything in one place (online and paper membership sales)
- Help with targeted membership campaigns, coordinating big membership drives, advertising
- Coordinate flyer drops, flyer delivery connections, discounts

Other Comments

- Ice clearing, snow removal, port-a-potty services
- Is there a role for the EFCL to provide info about: Advocacy & Education - Crime, Coyotes, Transit

**MEETING DATE :** December 12, 2019

**Item 9.4**

**AGENDA ITEM # :** 9.4 –Tripartite Agreement Meeting Notes From November

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

**Edmonton Federation of Community Leagues (EFCL)  
Tripartite License Agreement Engagement Working Group (TLAWG)**

**November 21, 2019, 6-8:30pm**  
(5:30pm Dinner, 6:00-8:00pm meeting)  
EFCL Office - 7103-105st  
Edmonton

Meeting Agenda

**1. Greetings and introductions by R.Barber (Chair) & all (6:00-6:15pm)**

Attendees: Ryan Barber- President EFCL, Mike Lanteigne (District H), David Trautman (District I), Sandra L'Ecuyer (District J), Dwayne Robertson (ACES Area Council), Laura Cunningham-Shpeley (ED)

Regrets: Chris Samuel, Rak Prasad, Jim Bradshaw

**2. Review of EFCL/COE process to date by Laura (6:15-6:30pm)**

- Documents: Draft Terms of Reference for Tripartite Team between EFCL and COE- update with new members

Discussed that it's important to have Community Leagues represented at the Table, especially now that Leanne Rosinski who was the District B representative, is no longer available. Commitment is once every couple weeks, at this point it is Thursday over lunch hour. We would want two people available so that there is continuity.

- Mike Lanteigne- President Twin Brooks
- Dave Trautman- President Argyll

Have both identified that they are interested in being on the Tripartite Project Team

- Reviewed the Timelines specifically with the committee

Reviewed the timelines of having the kick off to the workshops at the Winter General meeting on February 6th, followed by workshops until the end of March

- Ideas discussed for getting information out to Leagues about the Tripartite

FAQ document is currently being revised and will be sent out to all Leagues

**3. Review of Workplan created (in Drive)**

**4. Review of package of documents updated to provide to Leagues**

**5. Begin creating survey questions- Laura to clean up questions, and send out link so that we can aim to have the survey out in January and build the workshops around what we find**

**6. Dates for workshops in February and March, how many and what format?**

- A) Start after Family day- March 23, evening workshops
- B) Resources- EFCL staff, Board rep, Tripartite Eng Wk Group rep
- C) Host 6 workshops-
  - District A,B,C
  - District D,E
  - District F,I
  - District G, J
  - District H,K- best on Monday, Wednesday
  - District L

**7. Other business (7:45-8:00pm)**

**Next meeting-**

**MEETING DATE :** December 12, 2019  
**AGENDA ITEM # :** 9.5 –100th Anniversary Project Update—Building  
**PREPARED BY:** Avison Young

**Item 9.5**



## Board Report: Progress Update 6

2800 Bell Tower  
10104 – 103 Avenue NW  
Edmonton, AB T5J 0H8  
Canada

T 780.428.7850  
F 780.424.5815

[avisonyoung.com](http://avisonyoung.com)

### November 2019

- Rough grading for plaza completed
- Natural gas line for plaza heaters and fireplace directionally drilled and install on site
- Excavation for north and south sign walls completed
- Excavation for seatwall completed
- Exterior columns poured and rebar installed to support plaza roof
- Stakeholder site event organized by EFCL to discuss project details
- Weekly construction meetings at project site
- Issued Site Observation Report #1 for entire subconsultant team
- Water intake pipe assembly on site and ready to be installed
- Received letter from City of Edmonton to provide greater clarity on scope, schedule and budget
- Project is currently two weeks behind schedule with plan in place to make up time – estimated substantial completion is January 31, 2020.
- Construction progress billing to date: \$78,087.18 (November bill has not been received at the writing of this report).



### October 2019

- Soiree in the Park was held in Hawrelak Park just outside of the project fencing. Stanley Construction toured interested attendees through the project site.
- Started weekly construction meetings on the project site
- Completed safety orientation training for key project members to safely access the site as required.
- Project Steering Committee meeting
- Met with City Steering Committee
- Met with Silver Skate to better understand the festivals plans – received Silver Skate’s project map – and share EFCL’s construction update and schedule information
- Received fully executed MIA and FA from the City of Edmonton
- Piling excavation begun
- Majority of survey activities completed
- Mechanical preparation underway – gas line, water intake
- CCDC contract executed by Stanley Construction



- Received approval from City to adjust the gas line at a net cost savings to the project
- Project is currently two weeks behind original schedule due to clarifications around drawings and required consultant approvals. Plan in place to make up time.
- City and Silver Skate has approved construction for the project to occur throughout the month of January.

#### 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

- o Received Building Permit from City
- o Received Development Permit from City
- o Issued Request for Proposal (RFP) to the successful pre-qualified proponents
- o Project Steering Committee meeting
- o Reviewed RFP submissions and recommended two groups be interviewed: Chandos and Stanley Construction
- o Held interviews with Chandos and Stanley Construction
- o Recommended Stanley Construction for Construction Manager award
- o Site walk through with multiple City departments to discuss laydown location, construction fence line and turf repair
- o Met with City Project Manager and City's lawyer to go over proposed re-write of the Funding Agreement and Municipal Improvement Agreement
- o EFCL's lawyer reviewed re-written Funding Agreement and Municipal Improvement Agreement
- o Two meetings held with City's lawyer and EFCL's lawyer and project team to negotiate changes
- o Award to Stanley not yet approved by City; allowed to work with Stanley on pre-construction tendering phase
- o Construction fencing erected on site



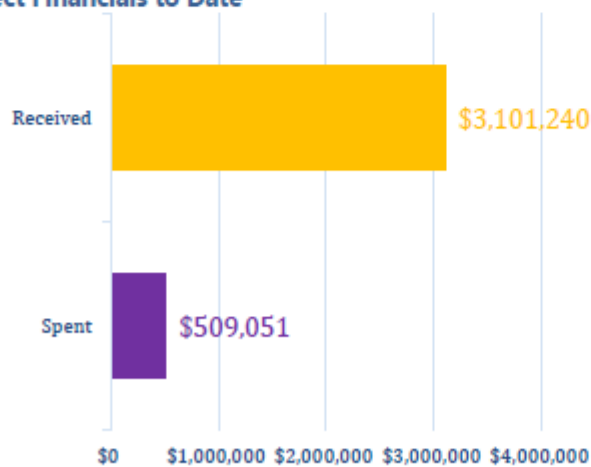
## July 2019

- 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 30<sup>th</sup>
- 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 100<sup>th</sup> Anniversary Project  
Project Financials to Date**



10104 – 103 Avenue NW 2800, Bell Tower Edmonton, AB T5J 0H8, Canada  
Avison Young Real Estate Alberta Inc.





**MEETING DATE :** December 12, 2019

**Item 9.6**

**AGENDA ITEM # :** 9.6 –100th Anniversary Project Update—Background

**PREPARED BY:** Nora Begoray, Director of Business Development

### **City of Edmonton Project and Stakeholder Committee update**

The City of Edmonton and the EFCL have been meeting regularly to ensure good communication and timely information flow for the project. There have been some concerns raised about us continuing to keep the fencing up around the creek area if we do not have all the funds in place to complete this part of the project to full scope prior to the end of February. We are currently balancing the cost implications that this would have on our project, as well as meeting with the City of Edmonton staff later this week to provide updates on budgets and scope of the project.

### **Fundraising:**

The committee continues to work on Area councils, Land developers, service organizations and EFCL corporate partners to finalize fundraising with some positive success. To see the fundraising plans and pitch please see these document [here](#)

### **Project Promotion:**

Beth Harding and Publicity Room along with Janita, EFCL communications are currently finishing their communications calendar and strategy to engage the public and our stakeholders to improve the project image and prepare for a public fundraising campaign in the spring. To see this plan please see this document [here](#)

### **Displays:**

Design and Finalization of the messaging, pictures and displays is in progress. Please see the latest interpretive design display drafts which can be reviewed [here](#)

### **Steering Committee Recommendations & Requests.**

The Steering Committee has the following recommendations and requests to the EFCL Board:

1. Create a 2020/2021 new subcommittee for the EFCL 100th year celebrations - to plan a coffee table book, or an event, or the celebration communications strategy. The current 100th year anniversary committee organized the 90th Anniversary as they were all board members at that time and they are all still committed to completing the capital project initiated at that time to contribute to the 2021 celebration. However, 2021 and the vision for the next decade is the purview of today's board.
2. Part of the plaza displays will include a paragraph about the future vision of the community league movement. The project committee would like to invite the EFCL board to craft this paragraph with your vision of the future.

After reviewing the drafted plan for the project site displays and text to see what messaging will be on-site, - at the end of the Timeline will be this paragraph.

We have started a draft for you here as follows.

#### **Vision of the Future:**

Our history demonstrates the amenities built, the programs organized and the leadership role we facilitate through our voice to government. The success and real benefit is the relationships formed, the character of spirit developed, and the cherished memories made. By creating these spaces and bringing neighbours together we strengthen our relationships and create an environment to combat the social isolation, health and well-being challenges our society faces today. Building neighbourhood community offers a future of caring, connection and resiliency. Join your neighbours now and participate in an amazing future by adding your perspective, talents and gifts and creating the city and neighbourhood we enjoy and are proud to call home. Those that visit this space, you are our future, you will be our next legacy.

### **Next event**

We would like to see many of you down at the Plaza on Sunday **December 15th** - Hard Hats and Hot Chocolate event to take place at **2pm** - on-site location.

**MEETING DATE :** December 12, 2019

**Item 9.7**

**AGENDA ITEM # :** 9.7 –Letter To The Premier From EFCL&Federation of Calgary Communities

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

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November 26, 2019

Honourable Jason Kenny  
Premier. President of Executive Council  
Office of the Premier  
Executive Branch  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Email: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)

Dear Honourable Jason Kenney,

**RE: Concerns Regarding Funding Cuts to Civil Society**

The Edmonton Federation of Community Leagues (EFCL) and the Federation of Calgary Communities (The Federation) jointly are concerned about cuts to programs like the Community Facility Enhancement Program (CFEP). The Government of Alberta is a critical funding source to nonprofit organizations. We are also very concerned about the unclear and potentially unintended consequences to civil society upon the enactment of Bill 20, the Fiscal Measures and Taxation Act. We are concerned specifically about the elimination of the Alberta Lottery Fund.

The EFCL and The Federation, are member-based organizations who advocate for more than 380 non-profits, 321 of which are community leagues or associations located in Edmonton and Calgary.

Community leagues/associations in Alberta offer a unique community-based model for resident-led programming and social infrastructure. These are volunteer led and operated organizations. Our volunteers build, manage, and lifecycle more than \$750 million dollars in community amenities between our cities that require support to maintain their service to community. This is a conservative estimate. These amenities support activities that provide

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Federation of Calgary Communities  
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Calgary, AB T2A 6R3

local recreational opportunities, reduce isolation, and create a sense of belonging for residents at a neighbourhood level.

The Province of Alberta, through a variety of funding streams and through the Alberta Lottery Fund, has been an essential form of “matching” funding for our members. By utilizing public funds, like the CFEP, our member organizations, at last count, have built and currently operate the following:

<b>Edmonton Community Leagues</b>	<b>Calgary Community Associations</b>
126 Community League halls	102 Community Association halls
250 Playgrounds	201 Playgrounds
119 Outdoor Community Ice Rinks	91 Outdoor Community Ice Rinks/ 12 Indoor Rinks
55 Water Spray Parks	6 Outdoor Pools
46 Basketball Court Facilities	37 Sports Courts
25 Community Gardens	42 Community Gardens
24 Outdoor Tennis Court Facilities	89 Sports or Playfields
10 BMX/Skateboard Tracks	

The introduction of Bill 20: Fiscal Measures and Taxation Act 2019 (Bill 20), will effectively eliminate the Alberta Lottery Fund, and could redirect existing and future funds currently invested in this area to general revenue. We recognize this government is committed to transparency, and we believe this action goes against that value. In addition to the decrease in CFEP funding from \$38 million to \$25 million (representing a 34 per cent reduction), our organizations and members have grave concerns regarding future allocations to this program.

With aging vital infrastructure to maintain, our members rely on CFEP (and other provincial resources like AGLC Casino Funds) to build and lifecycle the amenities listed above. Moreover, the reduction in CFEP funding will adversely affect our members’ ability to access other limited sources of funding, as it is a critical source for matching funds used to leverage other grant programming critical to the needs of community maintenance and building. Cuts to CFEP will mean a decrease in our ability to leverage other resources, and will ultimately lead to a cascading inability to secure needed funding. Additionally, land agreements with the respective municipalities (based on the Municipal Government Act) restrict our members from engaging in a variety of fundraising or sponsorship activities. CFEP is an essential source of funds to sustain and revitalize our communities.

The introduction of Bill 20 in its current form and cuts to significant grant programs like CFEP threaten not only community-based facilities but also the programs and events they house and

the collective community way of life. The ripple effect will affect the lives of Albertans. For example, without the ability to maintain community halls, our members will not be able to host programs and activities for all ages. Existing facilities and amenities, in need of renovations to ensure accessibility and lifecycling, will remain inaccessible to community members and will fall into disrepair and become unsafe. Communities will certainly lose amenities which will have a direct impact on Albertans' quality of life. We believe that there is a real and imminent danger that some of our community leagues and associations may need to cease operations as they will lack the funds to make critical investments in infrastructure, leaving citizens without playgrounds, ice rinks, community gardens and buildings in which to participate in activities.

Our members depend on CFEP funding for the ongoing repairs and renovations needed to ensure that these neighbourhood amenities provide vibrant and safe places for neighbours to gather.

Alberta needs community more than ever to connect people and ideas. We know that social isolation is damaging to health, education, business and society - something both of our organizations and their membership have understood and addressed for close to 100 years. These cuts to civil society funding will have a significant impact on the well-being of Albertans.

On behalf of the 321 community leagues/associations we represent, we urgently request a meeting with you at your earliest convenience. We look forward to your response.

Sincerely,



Ryan E. Barber  
President, EFCL



Valerie Mushinski  
President, Federation

Edmonton Federation of Community Leagues  
7103 105 Street NW  
Edmonton, AB T6E 4G8

Federation of Calgary Communities  
110 720 28<sup>th</sup> Street NE  
Calgary, AB T2A 6R3



Laura Cunningham-Shpeley  
Executive Director, EFCL



Leslie Evans  
Executive Director, Federation

Enclosures

- CC: All MLAs  
Edmonton Community Leagues Presidents  
Calgary Community Associations Presidents

Edmonton Federation of Community Leagues  
7103 105 Street NW  
Edmonton, AB T6E 4G8

Federation of Calgary Communities  
110 720 28<sup>th</sup> Street NE  
Calgary, AB T2A 6R3

**More about our organizations:**



The Edmonton Federation of Community Leagues (EFCL) supports and advocates for the interests of our 160 Community Leagues (community-based independent organizations) across the City of Edmonton. We are a nearly 100-year-old organization that has built incredible community gathering spaces and recreational amenities that have a tremendous impact on community health, local business and the economy. In short, our organization is representative of all Edmontonians who live, work and play in each and every one of our communities.



The Federation of Calgary Communities (The Federation) is a member-based support organization for over 220 not-for-profits in Calgary, including the 152 community associations in Calgary. We work to support board members and volunteers who improve neighbourhood life in Calgary by providing programs and services that help them build their organization's capacity to support and mobilize residents, and to be on the front lines of important issues affecting their community.

We are a recognized voice for community and advocate for small non-profits who improve neighbourhood life in Calgary. Along with our city's community associations we make up the largest collective volunteer movement in Calgary, with more than 20,000 volunteers strong!

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## 11.0 WORK IN PROGRESS

**MEETING DATE :** December 12, 2019  
**AGENDA ITEM # :** 11.1 – EFCL Work in Progress  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 11.1**

MEETING DATE	REF.	ITEM	STATUS
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 Progress May 21/19 Meeting
2018/09/13	6.0	<b>District Updates/Feedback, District K</b> M. Makarechian to forward the forthcoming report about outdoor rinks to L. Cunningham-Shpeley.	
2019/01/31	6.5	<b>Letter to The Mayor and City Council Requesting Appointment of a Councillor to The EFCL Board of Directors in an Advisory Capacity</b> That L. Cunningham-Shpeley bring a revised Council outreach proposal forward at the March Board meeting.	In Progress
2019/04/11	6.1	<b>Draft 2018 EFCL Audit Review and Motion to Present at AGM</b> 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	<b>Work in Progress</b> C. Shannon to review and email L. Cunningham-Shpeley status updates for the City-related items. <a href="#">Not sure if the email was sent</a>	In Progress
2019/05/09	6.1	<b>Conflict of Interest Best Practice</b> <ul style="list-style-type: none"> <li>L. Cunningham-Shpeley to check if the EFCL itself has a Conflict of Interest Policy in its Policy Manual.</li> <li>F. Porter requested that if Board members have Policy resources, please forward any helpful policy guidelines or recommendations to EFCL staff (ongoing).</li> <li>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).</li> <li>Note to Colin to additionally address domestic partners sitting on Community League Boards in a future update.</li> </ul>	In Progress
2019/06/06	6.2	<b>EFCL PDC Construction Issues Sub-Committee</b> Working Group to provide minutes, or a quarterly summary of	

MEETING DATE	REF.	ITEM	STATUS
2019/06/06	6.4	<p><b>New League Support for 100th Anniversary Project</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• It was agreed that a deadline for all league contribution will be set once the Project construction dates are known.</li> <li>• 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.</li> </ul>	In Progress
2019/07/11	6.4	<p><b>New Logo and Rebranding of EFCL</b> Action Item: Further discussion/exploration of a new logo/rebranding postponed to the fall.</p>	
2019/07/11	7.1	<p><b>News From The City of Edmonton</b> 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
2019/07/11	10.0	<p><b>District Updates</b> 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><b>District Updates</b> 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>B'nai Brith and Jewish Federation Correspondence</b> 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>	In Progress



<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2019/08/10	7.0	<p><b>Other Business</b></p> <p>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><b>Notice of Motion For Fall General Meeting For Tipi Teachings Project</b></p> <p>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
2019/09/12	5.2	<p><b>Motion - Terms of Reference for Community Inclusion Committee</b></p> <p>That the approval of the Terms of Reference for the EFCL Community Inclusion Committee be tabled to the October Board meeting.</p>	In Progress
2019/09/12	7.1	<p><b>News From The City of Edmonton—Canturberry Group</b></p> <p>C. Shannon to forward relevant information to all NRCs and to L. Cunningham-Shpeley to share with Board members and community leagues.</p> <p>L. Cunningham-Shpeley to attempt to contact the organization for the specifics regarding their proposed program and services.</p>	In Progress
2019/09/12	10.5	<p><b>Development of Strategy Around Community</b></p> <p>Board members to bring their suggestions/ideas in this regard to the upcoming Strategic Planning session.</p>	In Progress
2019/10/10	6.1	<p><b>Great Neighbour Race Decision</b></p> <p>M. Makarechian moves to collaborate with new comm's person bring back a recommendation to Dec board meeting for board consideration.</p>	
2019/10/10	6.2	<p><b>Historic Funding from EFCL to 100th Anniversary Project</b></p> <p>R. Feroe is actioning to table this until next month so Laura get clarity</p>	
2019/11/07	4.2	<p><b>Motion to Accept the Financial Statements</b></p> <p>The Board requests more clarity in financial statements presented, by defining acronyms, such as CSMAR grant being used for Tipi Teachings going forward.</p>	

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2019/11/07	4.5	<b>Motion to Accept Community Sport &amp; Recreation Panels</b> The EFCL host panels to discuss Community League Sport and Recreation.	
2019/11/07	5.1	<b>Review General Meeting ...</b> L. Cunningham-Shpeley will put out a calendar invite for the Spring 2020 General Meeting	
2019/11/07	5.2	<b>Strategic Board Planning</b> L. Cunningham-Shpeley to put out a Doodle poll with a November, December, and January date for Board strategic planning.	
2019/11/07	5.3	<b>HR Committee Call for Leadership and Members</b> L. Cunningham-Shpeley to check ToR to determine whether the President can be part of the HR committee.	
2019/11/07	6.0	CoE Report from C. Shannon <ul style="list-style-type: none"> <li>• C. Shannon to double-check if CoE report will be sent out to EFCL in advance.</li> <li>• L. Cunningham-Shpeley to send an email to District Representatives that a moderate amount of CoE CLIP funding is still available this year.</li> </ul>	