



Date: October 12, 2023

EFCL Board Meeting Minutes

September 14, 2023, 6:00 p.m MST
Fraser Community League and virtually through Zoom (Z)

In Attendance:

Jenn Parsonage, (District L), President / Chair
Giselle General, (District E), Vice President Internal
Jon Morgan, (District K), Vice President External
Anita Lunden, (District J), Treasurer
Kemoh Mansaray, (District A) (Z)
Steven Gaudet, (District C)
Thu Parmer, (District D)(Z)
Joshua Wolchansky, (District F) (Z)
Bert Richards, (District H)
Lesli Olsen, District I

Guests / EFCL Staff:

Wanita Quaia (NFP Insurance Brokers)
Rochelle Diederichs (City of Edmonton)
Colin Johnson, Deputy Executive Director
Laura Cunningham-Shpeley, Executive Director
Sandra Johnston, Board Development Advisor

Minutes recorded by Marjorie Stefanyk

1.0 Land Acknowledgement

J. Parsonage brought the meeting to order at 6:03 p.m and delivered the land acknowledgement.

2.0 Welcome and Introductions

J. Parsonage welcomed everyone and introduced the guests.

Edmonton Federation of Community Leagues

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3.0 Review of Agenda

No additions or changes were made to the agenda.

Motion 23-04-10-01: That the agenda is approved as written.

J. Morgan /A. Lunden

Carried

3.0 Presentation-NFP on Community League Insurance Program (Wanita Quaia)

The discussion was held in camera. It concluded with the following motion:

Motion 23-09-14-02: Be it resolved that the EFCL Board directs the organization to:

- **support the Leagues for which the EFCL has received building inspection reports to be in compliance with Markel's requirements,**
- **to create tools to support Leagues as trends are identified by NFP.**

J. Wolchansky / A. Lunden

Carried

Followup will include NFP communicating to EFCL any non compliance of Leagues with requests, and setting up regular meetings with NFP to receive information about trends, claims, and common concerns.

4.0 Consent Agenda

Minutes June 8, 2023 Board Meeting
Minutes June 13 2023 AGM
Commonwealth Games 2030 letter
EFCL Letter, June 20th Zoning Bylaw Renewal
Recreation Development Committee Report July 7
EFCL Tabling Report
President's Report
Executive Director's Report

Motion 23-09-14-03: That the Consent Agenda is approved as presented.

G. General / J. Morgan

Carried





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5.0 News From the City (Rochelle Diederichs)

- **Community Gardens Workshop:** In conjunction with the Community Gardens Team, the Park and Facility Development Team will have an educational workshop on September 28, 2023 from 6:30 to 9:00 p.m open to all community groups.
- **Micro and Connection Grants:** These grants will be temporarily reopened under a batch intake system. Eligible events and initiatives must take place between October 1, 2023 and March 31, 2024.
- **Outdoor Amenity Licensing:** Community groups that want to build an ice rink, skate trail, or cross-country ski trail on open space (non-licensed) City of Edmonton Parkland must apply for these permits by September 15, 2023.
- **Planning of Events for Community League Day:** Information on reducing waste and saving money is available on the City's website.
- **Tenant Empowerment Courses:** New free courses on the rights and responsibilities of landlords and tenants, ways to manage money and find savings, creating a safe home, communicating with landlords and applying to rent are being offered. Online registration is required.

6.0 Board Election

At 7:15 J. Parsonage vacated the chair to Rochelle Diederichs who conducted the election of EFCL Board members beginning with the position of president. R. Diederichs reviewed the responsibilities of the president and asked for nominations. J. Morgan nominated J. Parsonage who agreed to let her name stand. B. Richards nominated G. General who declined. R. Diederichs put out a third call, and with no further nominations, declared J. Parsonage president for a second term.

R. Diederichs then invited nominations for Vice President Internal. J. Parsonage nominated G. General who agreed to let her name stand. Two more calls were made and with no further nominations, G. General was declared Vice President Internal.

R. Diederichs invited nominations for Vice President External. B. Richards nominated J. Morgan who agreed to let his name stand. With two more calls and no further nominations, J. Morgan was declared Vice President External for another term.

R. Diederichs invited nominations for treasurer. B. Richards nominated J. Wolchansky who declined. J. Morgan nominated L. Olsen who declined. J. Morgan nominated S. Gaudet who declined but said he would be willing to assist the Treasurer for the upcoming year in order to learn the role. At this time S. Johnston pointed out that although A. Lunden had served 4 terms,





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provision in the bylaws provides for an exception in emergent circumstances where an officer may be elected for another term by resolution of the board.

“9.2 Each officer will be elected for a term of 1 year to a maximum of 4 terms in any one position. In emergent circumstances an officer may be elected for one additional term by resolution of the board.”

When asked if she was willing to serve one more term with board resolution, A. Lunden agreed given Steve Gaudet's assistance.

Motion 23-09-14-04: Be it resolved that A. Lunden’s term as board treasurer be extended by one year due to emergent circumstances as outlined in Bylaw 9.2.

B. Richards / S. Gaudet

Carried

R. Diederichs declared A. Lunden treasurer for one more term.

With elections concluded, J. Parsonage resumed chairing the meeting at 7:32 p.m.

In order to provide that assistance, S. Gaudet was added as a signing authority to all EFCL bank accounts.

Motion 23-09-14-05: Be it resolved that Steven Gaudet be added as signing authority to all EFCL Bank Accounts.

L. Olsen / G. General

Carried

7.0 Finance Committee

The second quarter financial report was presented by A. Lunden with the following items identified:

- Overspending in several areas, particularly in facilities due to unforeseen expenses with the move to Jerry Forbes.
- There remains a \$20,000 need in sponsorship funding in order to meet this year’s budget. Staff are actively working to reach out to large organizations/companies in the City.
- EFCL have recouped a lot of overdue membership fees from Leagues, and this has helped significantly. Invoicing for 2023 memberships will be going out in late September.
- It was recommended that the Finance Committee meet again in September to review the draft budget and Q3 financials in order to bring them to the October board meeting.



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EFCL staff will continue to meet monthly with new CPA contractor, Colin Maclean, to ensure sound financial practices.

7.1 Motion to Approve Q2 Financials

Motion 23-09-14-06: Be it resolved that the EFCL Board accept the recommendation from the Finance Committee to accept the Q2 financials as reported.

A. Lunden / B. Richards

Carried

7.2 Request to Postpone FGM

Prior to this year, the budget was presented at the Winter General Meeting in January or February. The new bylaws require that the budget be presented in the last three months of the fiscal year, requiring EFCL to accelerate the budget process by at least 3 months. Previously, the Board had approved the date of November 7, 2023 for the FGM. This will not allow EFCL enough time to prepare the budget. The recommendation was made to postpone the FGM until Tuesday, December 5 to allow more time. The budget would be presented to the Board at the November meeting for approval prior to presentation at the FGM.

Motion 23-09-14-07: Be it resolved that the FGM be held on Tuesday, December 5, 2023 instead of November 7, 2023.

L. Olsen / J. Morgan

Carried

8.0 \$5 Membership Fee

At the Annual General Meeting on June 13, 2023, concerns were raised about the \$5 fee charged on each membership sold to help support the costs of selling these memberships. S. Johnston checked archival records to find the origin of this fee and discovered it had been created through a motion approved by the membership about 10 years ago. At the AGM some members requested that other options be considered. The EFCL staff prepared a list which was shared with the Board for consideration and discussion. Along with the options, they included information on the costs of providing membership.

- Processing fees: With Stripe they are currently \$1.03 per \$25 transaction, with the cost totalling \$17,116.32 in 2022.
- System fees: The base version of Communal carries a fee that is quarterly, but totals a current cost of \$68,250 per year.
- Staffing cost: This amounts to \$31,698.68 for 60% of the Administrative Assistant's time.





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The options presented were:

- **Status Quo:** This option is underfunded. EFCL currently collects \$65,000 annually in \$5 fees but the estimated cost of proceeding with this model will be \$117,065 in 2025.
- **A bulk fee per League:** To cover the cost of Communal and provision of support to membership, this option would require fees from Leagues that would generate \$99,948.68 per year. This could be a fixed fee (\$625 per League) and indexed to inflation, or a variable based on number of memberships sold. This would need to cover the basic Communal subscription with a sliding scale for the additional amount based on memberships sales, population served, or some other factor.
In this model, processing fees would need to come out of membership fees as EFCL would not be receiving any revenue from the sale of memberships.
- **No fees:** Leagues would be responsible for all aspects of membership sales with Leagues needing to create or contract their own membership sales system.

L.C-Cunningham presented the options and discussion ensued. It was agreed that online membership sales through EFCL are of value to Leagues and should be continued. No motion was required at this time.

9.0 Board development and Nominations Committee

9.1 Board Education Plan

The Committee met on September 7, 2023 to discuss a plan for board education for the 2023/2024 year. This included a list of information necessary for board members to understand in order to fulfill their duties and the review of a proposal for anti-racism education as required by the anti-racism grant from the City of Edmonton as well as the review of the recently reorganized Board Drive. The following recommendations were made:

- That the board education sessions focus on shared services provided by the EFCL (membership sales, Grant Advance, music licensing, insurance program) and the Collaboration and Tripartite agreements. The Committee asked for feedback from Board members on what they feel would be of most benefit to them.
- That the Board proceed with anti-racism education as proposed with the date for the second session to be moved to the end of November 20, 21, or 23.

Motion 23-09-14-08: Be it resolved that the Board proceed with the proposed anti-racism education.

J. Wolchansky / J. Morgan

Carried

The date selected for the first session was October 24, 2023.

The date for the second session was extended to November 23, 2023.





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9.2 Committee Membership

Motion 23-09-14-09: Be it resolved that the date for the appointment of committee members be extended beyond February 2023.

S. Gaudet / A. Lunden

Carried

10.0 Community Planning and Sustainability Working Group

Minutes of the July 13, 2023 meeting were reviewed.

10.1 Zoning Bylaw Renewal Response

The EFCL staff provided a proposal to the Community Planning and Sustainability Working Group with an amendment to the Zoning Bylaw based on the June 20th UPC meeting feedback received from Leagues over the summer. A letter was provided to the Board for their review. The letter stated that support of the EFCL for the City's Zoning Bylaw Renewal initiative is contingent on formal climate mitigation measures being incorporated into the bylaw itself or in a subsequent amendment. This request is to address the concerning absence of regulations in the Zoning Bylaw that ensure how, where and what we build, particularly as it relates to the City's goals in the Community Energy Transition Strategy and Action Plan and the Climate Adaptation Strategy and Action Plan. EFCL's recommendation was that the EFCL Board accept the Position Paper with the following change in language in the setbacks:

"Retention of larger setbacks for buildings taller than 4 storeys along property lines adjacent to other housing, but not larger setbacks for street frontage, as smaller setbacks in this area encourage street life and vitality. Larger setbacks along property lines should be considered for the purpose of maintaining green space for sustainability gardening, air flow and tree canopies."

Motion 23-09-14-10: Be it resolved that the EFCL accept the Position Paper and the amendment to be put forward prior to the Zoning Bylaw Renewal Public Hearing on October 16th.

B. Richards / G. General

Carried

11.0 Human Resources Committee





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The Committee met on July 13 and September 5, 2023. Steve Gaudet was elected chair at the July meeting. The Committee recommended changes to the Executive Director's contract provisions on hours of work and vacation. These recommendations were approved by the Board through an electronic motion and don't require ratification as EFCL's bylaws specifically allow for electronic motions.

Other topics of discussion included:

- EFCL's new 30 hour week staff contracts
- At both meetings the Committee discussed the Leave of Absence Policy. This policy was given tentative approval through electronic motion, but the Committee wished to bring this back to the Board for discussion, particularly the discretionary nature of the leave and the ability of the EFCL in the last paragraph to revoke the leave.
- At the September meeting the Committee reviewed the current compensation agreement and employment agreement and the compensation benchmarking reports on which inform EFCL compensation.

The Board approved the policy as written, so no further motion was required.

12.0 District Updates

- **Events:**
There were a lot of summer events including barbecues held in Districts E and F; bazaars and Big Bin in District E; yard sales, open mic in District F; outdoor concerts in District J; well-attended Canada Day in District L; Community League Day celebrations.
- **Top Issues and Concerns:**
Volunteer recruitment, retention, and burnout; vandalism and criminal activity; need for community garden network; zoning bylaw renewal; naming of previous Rollie Miles athletic field.
- **Trends, Upcoming Issues:**
Dealing with wildfire smoke relating to assessment of health risks; City zoning renewal bylaw; relationship between Area Councils and EFCL; City of Edmonton gifting process for development of parks. L. C-Shpeley will clarify if it's for District Parkland only or for all.

13.0 District Governance

S. Johnston prepared a guideline to district decision making and potential district activities which was distributed to the Board. The new bylaws approved by membership at the June 2023 Annual General Meeting have been approved by Corporate Registries and are now in effect. Changes to the new districts will take place on the date of the Fall General Meeting set for December 5, which will allow for elections to be held as required by the new redistricting.



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Leagues have raised questions about the way EFCL Districts can be used for advocacy as well as shared events and services.

- Districts have no authority in decision making with the exception of electing board members. They can bring issues to the EFCL Board for debate.
- Potential District activities include advocacy on area issues; shared services, events and cross promotion of events; division of programs among Leagues; shared training and hall space; planning of event dates to avoid competition.

EFCL will work to support League leadership and capacity.

14.0 CLOG Funding Results

Colin Johnson prepared a document on the results of the CLOG survey that was open in April and May and received 84 responses. Background information was provided in the survey and a request for ways the funding formula could be improved. The results included ranked (on a scale of most to least important) uses for the operating grant. It also included other suggestions to consider in the funding formula. After much discussion, the decision was made to table this item for a future meeting with the request to supply more data and information before a motion is to be made. Next steps include engaging the City in discussions beginning in the fall, and bringing new formula options to the Board to review in January. If a new formula is required, the intention is to go to the Fall 2024 Supplemental Budget with a request for new CLOG funding based on the new formula.

15.0 Signing Code of Conduct for All Members

Copies of the Code of Conduct were distributed to the Board for signing. It is a requirement that each Board and Committee member sign the Code of Conduct each year.

16.0 Termination

The meeting terminated at 8:24 p.m MST.