



**erin
woods**
COMMUNITY ASSOCIATION
83 ERIN PARK DRIVE S.E.
CALGARY, ALBERTA T2B 3A2

Erin Woods Community Association

Board Meeting Minutes July 10 2023

Call to order: 7:02 pm

Approval of agenda: Melody approved the agenda, Anne seconded the agenda, all approved, motion passed.

Adoption of the General meeting minutes from June 12, 2023: Kassi approved the adoption of the general meeting minutes, Dennis seconded the adoption of the general meeting minutes, all approved, motion passed.

Reports to Board and related business:

1. City NPC – Kiara Bichel: Absent

2. Safety Director: Heather

* Reminders of catwalk with Larry from the 12 Community Safety Initiative the first one will be July 29 2023 at 6 pm at Hall

*Kassi will change out the bottom 3 sections of the 3-way while Dennis is gone to put up for this

3. President's report – Shannon: Looking for Communications Director

a) Bingo and Casino:

- I. Bingo Pool Summary for May 2023
- II. Per event from (Bingo) \$745.17
- III. Per event from Balls/ seals \$ 899.42
- IV. Total per event \$1644.59
- V. Calgary Community & Sports Association: The pop machine at the hall has been fixed for volunteers. They are liking the new bank since they switched and finding it way easier to do everyday business. All of the groups are in the process of renewing their gaming licenses currently.

4. 1st Vice President & Community Events Director update: – Kassi J.

Hall rentals:

*Rentals have picked up since covid. Everything so far is running smoothly.

*Ferret Rental in September; Q&A has been sent for any questions. They will be making their own Social Media Post for FB for Erin Woods to post

5. 2nd Vice President and 3-Way Sign Co-Ordinator: Dennis

Updates on the stampede breakfast. Upcoming events and details.

Stampede Breakfast

- * There were roughly 750 people; stopped serving at 11:45
- * Big Kudo's to 7-Eleven and Slice & Spice for coming; volunteering and bringing food. Want to come again to future events
- *HCMS would like to come back in 2024
- *Rick Ryan from Scouts signed up 10 kids
- *Note for 2024: use the Gazebos

Mom to Mom Sale will be on August 27, 2023.

- * The bookmobile has been invited
- * Scouts have also been invited to help out and recruit more children for the program.
- * Serving breakfast for this may be an option

Energizer Night will be on September 13

- *Many organizations have reached out already to attend

6. Treasurer & Community Garden update – John S:

- *The garden is still a work in progress, weather is causing a few setbacks for completion
- *Desperately need volunteers
- *Any planter who wants to plant anything other than plants in the garden box needs to clear it with John and the Erin Woods Board

7. ECTAS Director: - Anne M:

ECTAS report & bylaws review update if any

ECTAS:

- *Still working towards the goal of succession planning. Ongoing projects are still the roof and the concrete front steps.

Board orientation:

- *Anne's takeaway from the orientation was that the organizational flow chart needs to be updated. Erin Woods copy of flow chart is currently blank.
- *Can Executive meet in August to discuss and get a flow chart in place? Then it can be added to the policy and procedure manual. Kassi will also work on this and get help as it is her first time.

8. Fundraising & Grants Director- Melody:

- *Melody met with Christina about the community fridge, and John about the Garden to better understand their projects in order to apply for the grants required
- *There is an opportunity to apply for small-scale grants to enhance community events
- *Recommend a calendar of yearly events be created so applicable grants can be explored.
Re: stepping stones grant as an example.
- *Would like to apply for a Toole Peet Action Grant in fall 2023 (up to \$1000 to be awarded in November) to engage with the community in some way. Something that could boost our membership and drive more interest in the community garden or getting folks to volunteer.

9. Rink Co-ordinator- Jonathan: Absent

New Business:

For future events can we do the following (Just reminders for all):

- Put up tents
- Have a better sound system or turn up the speaker on the Karaoke machine
- Use the megaphone

Adjournment: 8:14 pm

Next Annual General Meeting: Monday, September 11, 2023 @ 7 PM

Please Sign In



DATE: July 10, 2023 – Annual General Meeting
ERIN WOODS COMMUNITY ASSOCIATION

NAME	MEMBER
Dennis Cave	Yes
Christina Young	NO
shannon coleman	yes
Kassie Jeffrey	Yes
John Stark	Yes
Melody Ho	Yes
Anne Miller	YES
HEATHER JOHNSON	YES



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Erin Woods Community Association

Board meeting Agenda- Monday, July 10 2023 @ 7 pm (in person at hall)

Call to order:

Approval of agenda :

Adoption of the General meeting minutes from June 12, 2023:

Reports to Board and related business:

1. City NPC – Kiara Bichel:

-See attached report

2. Safety Director:

-Reminders of catwalk with Larry from the 12 Community Safety Initiative the first one will be July 29 2023 at 6 pm at Hall

3. President's report – Shannon: Looking for Communications Director

a) Bingo and Casino:

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V. Calgary Community & Sports Association: The pop machine at the hall has been fixed for volunteers. They are liking the new bank since they switched and finding it way easier to do everyday business. All of the groups are in the process of renewing their gaming licenses currently.

4. First Vice President & Community Events Director update Hall Report-nothing really to report everything is running smoothly

5. Second, Vice President and 3-Way Sign Co-Ordinator: updates on the stampede breakfast went, along with a report on upcoming events and what they entail.

6. Treasurer & Community Garden update – John S: The garden is still a work in progress, still trying to stick to the original plan. With the weather causing a few setbacks it has been hard trying to stay on a schedule of any kind lately.

7. ECTAS Director: - Anne M: ECTAS report/bylaws review update if any

8, Fundraising & Grants Director- Melody:

-I have met with Christina about the community fridge, and John about the Garden to better understand their projects so I can look for appropriate grants. I also think there is an opportunity for us to apply for small-scale grants to enhance our community events, so I would like to suggest that at an upcoming meeting, we create a calendar of the events that EWCA would like to host over the next year so we can determine if there are any events which we would like to apply for some funding to host/enhance.

-I would like to apply for a Toole Peet Action Grant in fall 2023 (up to \$1000) to engage with our community in some way. The grant wouldn't be awarded until November, but I'm imagining something that would help us boost our membership and drive some more interest in the community garden or in getting folks to volunteer.

9. Rink Co-ordinator- Jonathan: updates if any

New Business:

Adjournment:

Next: Annual General Meeting: Monday, September 11, 2023 @ 7 PM



**Erin Woods Community Association
Board meeting Minutes June 12 2023**

Call to order: 7:03 pm

Approval of agenda: Anne motions, Dennis seconds, all approved, motion passed.

Reports to Board and related business:

1. City NPC – Kiara Bichel: see attached report

- City of Calgary is looking to hire people, Rob was replaced
- There will be a Board Orientation meeting June 19 in the evening

2. Safety Director:

-Larry from the 12 Community Safety Initiative will discuss the possibility of setting up catwalks

-With funding and bylaw, CPS go to certain areas of the community and discuss the issues and how to deal with them such as when to call 311, 911, etc.

-Community Action Walks are being put on as well just needing to be sorting out a date as to when, figuring out a date with Heather from the modular homes. Takes about 2 hours to do depending on how long everyone's steam goes for and the troublesome area may be or if there is any garbage, etc being picked up or EWCA is door knocking as well at the same time.

-If we have 10 to 12 people this will be a good size group to go with for the walk as anything more at any one time gets to be too much.

-Do the walk on July 29 at 6 at the Community Hall with an rsvp (Community Action Team CAT Walk)

3. First Vice President & Community Events Director update:

-Did a social media post that needs approval

-Scouts & HMCS Calgary (Royal Canadian Navy) will both be helping us out the day of the Stampede breakfast

4. Second Vice President & 3-Way Sign: Update on planning the Stampede Breakfast and Future Events:

- Christina reached out to some people for us
- 8 to 10 volunteers needed for the day
- Aug 27-Mom to Mom Clothing Group
- Sept 12-Evening Energizer
- Sept 23-Community Clean Up

5. Treasurer & Community Garden updates – John S:

-Anne motioned to approve the audited financial statements from February 1, 2022 to January 31, 2023. Heather seconds; motion passed.

-John motioned to approve the budget ending for January 31, 2024, Gord second; motion passed.

-The garden is coming along and is a work in progress, volunteers are needed. John has asked for only 1 hour of someone's time. It is being done every day starting anywhere between 10 and 12 in the morning to later in the evening.

-Men's Shed 55+ Club and Jim with the Rotary Club could also help with the garden

6. ECTAS Director: - Anne M:

-For the agenda ECTAS report, EWCA bylaw update, Kiara where are we on the business plan meeting.

-We met with 6 of the 7 presidents to inform them that their communities must provide an ECTAS director or become inactive by September 1, 2023. We are rewriting the ECTAS bylaws to allow volunteers outside the Seven Communities to become board members. These will be presented at a special meeting at the AGM at the end of October. Each of the seven communities gave \$50,000.00 to help build the arena to provide affordable programming for the area's children. For a number of years, we have been unable to administrate this mandate effectively. The arena is currently being run as a profitable business because of its non-profit status, with no one coming forward to replace the current board as we age.

-As well we have had our Policy and Procedures manual updated by an HR professional to ensure it is up to current standards. We are moving forward with the repairing the roof project.

-The special resolution meeting will be around the last week of October to adopt the Bylaws.

-The EWCA bylaws were rejected, it was appropriately updated and resent now that Shannon has signed the paperwork to be resent.

7: Fundraising & Grants Director- Melody:

-Try to apply for things for the community garden and community fridge (talk to Christina once she is back)

8: Rink Co-ordinator-Jonathan:

- Updates if any possibility of holding street hockey night in our parking lot.
- Section off a safety area for a drop-in night of holding street hockey night and have a ref in the parking lot.
- Do it on maybe a Saturday afternoon when there are no rentals.
- Co-Ordinate with District 4 to have them come out and play with the kids

9: President's report – Shannon:

- Looking for Planning & Development as well as a Communications Director

a) Bingo and Casino:

- Bingo Pool Summary for April 2023
- Per event from (Bingo) \$1399.15
- Per event from Balls/ seals \$ 1203.97
- For a total per event \$2603.12

-The next meeting of the Calgary Community & Sports Association is 22nd at Marlborough Park Community Association

b) Hall Report:

- Nothing really to report everything is running smoothly

c) If anyone has noticed an increase in air traffic noise in the area:

Many residents have noticed an increase in air traffic noise.

New Business: No new business

Adjournment: Anne motions to adjourn the meeting @ 8:50 pm, John seconds the motion to adjourn the meeting @ 8:50 pm, all approved, motion is passed.

Next General Meeting: Monday, July 10, 2023, @ 7 PM

**Erin Woods Community Association
Comparative Income Statement**

	Actual 01/02/2022 to 30/06/2022	Actual 01/02/2023 to 30/06/2023
REVENUE		
Revenues		
Community Clean Up	377.00	0.00
Hall Rentals	5,391.00	7,840.00
Church - All Nations	3,096.45	3,250.00
Bar Income	2,557.81	3,262.95
Membership Income	457.20	266.70
Miscellaneous Revenue	10.00	0.00
Comm. Garden - Fundraising R...	1,188.68	0.00
Comm. Garden - Interest and Ot...	0.00	0.00
Comm. Garden - Total Revenue	1,188.68	0.00
Grant Revenue	23,278.09	0.00
Bingo Income	2,850.92	3,874.91
Total Revenue	39,207.15	18,494.56
TOTAL REVENUE	39,207.15	18,494.56
EXPENSE		
Expenses		
Vouchers Issued/Registration Cr...	500.00	500.00
Halloween Party	0.00	0.00
Neighbour Day Expense	0.00	0.00
Bar Expense	986.05	1,062.29
Bar Over/Short	0.66	-19.04
Waste Expense	775.21	1,288.13
Hall Cleaning	484.37	738.47
Maintenance Expense	2,229.39	12,166.49
Door Mat Service	322.62	0.00
Telus	328.11	328.25
Enmax	2,477.00	2,781.39
Direct Energy	881.62	938.83
Security Expense	486.25	275.00
Toshiba	69.57	72.16
Office/Admin Expense	123.47	152.90
Bank Charges - Bingo	25.00	0.00
Gifts/Volunteer Recognition/Meet...	583.23	388.54
Newsletter Expense	1,150.00	1,150.00
Legal and Accounting	2,953.00	2,990.00
Licences and Dues	509.84	20.00
WCB	351.02	415.90
Wages	12,439.82	14,271.20
Employer's EI Expense	264.85	319.83
Employer's CPP Expense	530.91	578.02
Total Wages and Employer's Ex...	13,235.58	15,169.05
Bingo Expense	140.45	162.00
Casino Expense	2,629.00	0.00
Comm. Garden - Fundraising E...	0.00	1,436.40
Comm. Garden - Bank & Squar...	0.00	0.00
Comm. Garden - Total Expenses	0.00	1,436.40
Total Expenses	31,241.44	42,016.76
TOTAL EXPENSE	31,241.44	42,016.76
NET INCOME	7,965.71	-23,522.20

Erin Woods Community Association
Balance Sheet As at 30/06/2023

ASSET

Current Assets

Cash to be deposited	0.00	
Float - Bar	300.00	
Float - Petty Cash	100.00	
Float - Stampede Stomp	0.00	
Float - Children's Events	350.00	
Float - concession	0.00	
General Bank Account	0.00	
TD General Account	32,301.14	
Soccer Bank Account	0.00	
Casino Bank Account	0.00	
TD Casino Account	38,092.15	
Pull Ticket Bank Account	0.00	
TD Bingo Account	62,628.03	
Total Cash		133,771.32
Accounts Receivable	-398.55	
Accounts Receivable - Restricted	1,992.64	
Account receivable accrual acco...	558.44	
Allowance for Doubtful Accounts	528.33	
Total Receivable		2,680.86
Prepaid Expenses		4,683.75
Total Current Assets		141,135.93

Inventory

Inventory		1,342.85
Total Inventory		1,342.85

Capital Assets

Leasehold Improvements	153,298.86	
Acc. Amort. - Leasehold Improve...	-62,027.43	
Office Furniture & Equipment	33,807.46	
Accum. Amort. -Furn. & Equip.	-31,211.14	
Computer Equipment	6,834.47	
Acc. Amort. - Computer Equipment	-6,201.05	
Outbuilding	46,619.87	
Acc. Amort. - Outbuilding	-28,831.75	
Pavement	10,700.00	
Acc. Amort. - Pavement	-9,737.36	
Sports Equipment	3,242.53	
Acc. Amort. - Sports Equip.	-3,168.83	
Basement Renovation	32,989.02	
Acc. Amort. - Basement Renovat...	-20,947.96	
Mechanical Room Renovation	45,480.68	
Acc. Amort Mech. Room Renova...	-20,904.72	
Building	372,688.06	
Acc. Amort. - Building	-111,960.34	
Signs	8,441.00	
Acc. Amort. Signs	-7,596.90	
Total Capital Assets		411,514.47

TOTAL ASSET

553,993.25

LIABILITY

Current Liabilities

Accounts Payable		1,841.14
Accrued Liabilities		5,907.79
Vouchers Payable		1,900.00
Vacation payable		345.72
EI Payable	319.46	
CPP Payable	659.46	
Federal Income Tax Payable	150.00	
Total Receiver General		1,128.92

Erin Woods Community Association
Balance Sheet As at 30/06/2023

Damage Deposit Payable		3,900.00
GST Charged on Sales	-688.26	
GST Paid on Purchases	957.18	
GST Owing (Refund)		268.92
Deferred Membership Revenue		369.68
Deferred soccer fees		0.00
Total Current liabilities		<u>15,662.17</u>
Deferred Contributions		
Deferred Cash Contributions		74,622.59
Deferred Cash Contributions - Bi...		63,503.47
Deferred Capital Contributions		132,377.70
Total Deferred Contributions		<u>270,503.76</u>
TOTAL LIABILITY		<u>286,165.93</u>
EQUITY		
Net Assets		
Net Assets Previous Year		-859.27
Invested in Capital Assets		292,208.79
Current Earnings		-23,522.20
Prior period adjustments		0.00
Total Retained Earnings		<u>267,827.32</u>
TOTAL EQUITY		<u>267,827.32</u>
LIABILITIES AND EQUITY		<u><u>553,993.25</u></u>



**Erin Woods Community Association
Neighbourhood Partnership Coordinator Board Report
July 2023**

PRIORITY ITEMS	
<p>NPC Contact – Vacation Notice</p>	<p>Our team has worked on hiring a replacement NPC for Rob’s portfolio. We hope to have someone in place before the end of July. I will be in touch with your new NPC’s information as soon as possible.</p> <p>In the interim, please reach out if you require assistance. I am available at: kiara.bichel@calgary.ca or 587-583-6224</p> <p>Over the summer I will be away July 7; July 15-24; July 28-Aug 8, and Aug 25. I will have emergency coverage for my portfolio while I am away.</p> <p>City IT security scans every email we receive from an external source. On occasion external emails are ‘quarantined’ and released days/weeks/months later (especially if we haven’t previously communicated via email). If you’ve sent me an email and I don’t respond in a timely manner please call or text the above number.</p> <p>Areas of support include: <i>Organizational Development Assistance, Lease/License of Occupation, Financial Management, Program Development, Community Engagement, & Connecting Resources</i></p>
<p>Board Orientation</p>	<p>Thank you to all those who attended the EWCA board orientation. I greatly appreciate the thoughtful discussions we had. If you have any questions regarding the material covered in the orientation workshop, please reach out to me for further clarification.</p>
<p>Trees for Community Garden</p>	<p><i>No additional update from last month.</i></p> <p>Steve Lawlor is currently coordinating the deliveries of the orchard trees with his team within Parks. Parks was scheduled to receive an orchard tree delivery sometime after the May long weekend. They will be in touch with the EWCA for delivery and planting – you are still on their list to receive the trees. However, it is possible the planting may not happen until the fall.</p>
<p>Lease/LOC Compliance Requirements</p>	<p>Please refer to the Annual Requirement Letter for compliance items. Thank you.</p> <p>The City would also like to remind your organization that the following legal requirements are currently due or outstanding:</p> <ul style="list-style-type: none"> • Signed copy of the most recent audited financials (2023) – Due <p><i>Next Due:</i></p> <ul style="list-style-type: none"> • <i>Updated Business Plan & Budget *Please speak with your NPC to schedule a business planning session. Thank you!</i>



	<ul style="list-style-type: none"> • <i>*Please ensure your Society Annual return is filed with the province updating your board information given the recent AGM.</i> • <i>*When you receive the approved, newly filed bylaws, please provide a copy to your NPC. Thank you!</i> <p>I have noted the EWCA is working on all above items. When copies are available to share, please forward them to your NPC.</p>
<p>Capital Items</p>	<p>How are the EWCA capital projects proceeding?</p> <p>Reimbursement paperwork has been submitted for the furnace replacement project. It was successfully processed June 20, 2023. Please let your NPC know when you've received funds for this reimbursement. Thank you!</p>
<p>EWCA Bylaws and Objects</p>	<p>Please provide copies of the updated Bylaws to your NPC once they have been successfully filed with the Province. Thank you!</p>
<p>INFO ONLY: STAYING CONNECTED</p> <p>Engagement Information</p>	<p><u>Greater Forest Lawn: City Projects (calgary.ca)</u> These are the following City projects ongoing within greater Forest Lawn area:</p> <ul style="list-style-type: none"> • Communications & governance model – Community Representation Framework (Council Innovation Fund Project) • Forest Lawn Multi-Service Centre (regional recreation multi-service centre) • Local Area Plan for Greater Forest Lawn • Memorial Drive Extension Project Study - <u>Memorial Drive Extension Functional Planning Study Engage (calgary.ca)</u> • Facility Development and Enhancement Study – Forest Lawn Outdoor Pool • Neighbourhood Streets – Dover <u>Neighbourhood Streets – Dover (calgary.ca)</u> <p>Please check the above websites for engagement opportunities and updates associated with each project. If you have comments, questions, or concerns, please let me know and I will assist with answering and directing them appropriately. Thank you.</p>
<p>Organizational Development</p>	
<p>Organizational Health Assessment Tool (OHAT) and Service Measures (SM) link for 2022 calendar year is now open!</p>	<p>The Organizational Health Assessment Tool (OHAT) and Service Measures Survey (SM) link for the 2022 calendar year is now open! We are requesting that organizations complete the OHAT and SM with their Neighbourhood Partnership Coordinator (NPC) before August 30, 2023.</p> <p>Here is the link to the surveys: https://calgaryca.questionpro.ca/OHAT2022</p> <p>The purpose of these tools is to identify current organizational health, sustainability and services provided by community associations and social recreation organizations in Calgary. Partner organizations represent a critical</p>



	<p>part of community life and service delivery in Calgary and the results of these surveys assist us in telling their collective story. Although these surveys are voluntary, we hope that community associations/social recreation organizations and NPCs will work together to submit information on the 2022 calendar year. Individual group information will not be shared publicly but aggregated results may be included in the annual audit report presented to Council in late fall 2023.</p> <p>Please submit one response per group.</p>
<p>July's Org Health Tip – From the Federation of Calgary Communities</p>	<p>Remuneration of Board Members as Staff Members</p> <p>Overview Is allowing board members to also be paid as a staff member a permitted practice? Our research into remuneration (money paid to someone for the work that person has done) suggests this is a common question, and one that is not easily answered. It depends on the legislation from Canada Revenue Agency (CRA) and the Alberta Society's Act, Alberta Gaming, and Liquor & Cannabis (AGLC), organizational bylaws, how the organization operates, and fiduciary duties bestowed on boards. Below you will find what our inquires with each of these legislative bodies clarified, as well as our thoughts on the topic.</p> <p>Canada Revenue Agency (CRA): The Charity Directorate is clear there are situations in which a director can be an employee. However, a director/officer/member can never be compensated as a director/officer/member. They interpret this at the highest level and not at an operational level. This means that a president can't be paid to be a president, or a secretary can't be paid to be secretary. However, they leave the door open on whether a director can be paid as an employee. In fact, they state that board members can't receive compensation as an employee to attend a board meeting or to carry out the duties as a board member. But they then say a person can be both a paid employee and board member so long as at the board meeting and in their assigned board duties they volunteer their hours and are not ever paid. In addition, Canada Revenue Agency is also very clear that no member, director or officer can have an undue benefit from a charitable organization (e.g. a transfer of property or other resources of a charity to a person who does not deal with the charity at arm's length or who is the beneficiary of a transfer because of a special relationship with a donor or charity.). CRA might test this around asking if the employment is reasonable, is it necessary and if the charitable outcome is a result of the employment of a director is proportional to the payment. This is really about internal controls and having policies in place to be able to support the decision to hire a board member as an employee. Implementing hiring policies, having clear job descriptions, using and monitoring time sheets, documenting the need for the position, and measuring the outcome of having the position are key. (Incidentally, a charity is responsible to being able to demonstrate that they are carrying out their charitable work no matter who it employs).</p>



Society’s Act of Alberta:

The Societies Act of Alberta suggests remuneration is “frowned upon” because of the perception of conflict of interest and undue benefit. They too are clear that a director/officer/member can’t be remunerated for their role in the same way CRA does. They reiterate that the Act only requires a provision in the bylaws stipulating whether directors can or cannot receive remuneration. A provision has to be in place and the rest is up to the membership to vote on. When hiring a director to be a paid employee, there are some perception issues to consider like conflict of interest, receiving of a direct or indirect benefit, duty of loyalty, and acting in the best interest of the organization are considerations. Policies and internal controls are ultimately what will protect the organization.

AGLC:

The Alberta Gaming, Liquor & Cannabis (AGLC) is quite clear on remuneration for members. It is **NOT** allowed unless the group has approval from AGLC. See below from the Charitable Gaming Policies Handbook under Section 2- Basic Eligibility :

2.1) charitable or religious group is eligible for gaming licensing if the group is structured in a manner acceptable to the Board and can prove a record of active delivery of a charitable or religious program to the community.

STANDARDS: 1. To be eligible for gaming licensing, the applicant group must have: a) a broad based volunteer membership which represents the community at large; b) Alberta resident volunteer members who establish, maintain control of and deliver the group’s programs; c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group’s executive may be appointed by an external entity); d) no paid members, directors or officers. (Note: Some persons in these positions may be paid for other work done for the group, and the group may still be eligible for licence. However, for each paid position, the group must provide the AGLC with the position title, position job description, full disclosure of salary and benefits and the source of the funds for salary and benefits); e) programs that benefit a significant segment of the community, not member’s self interest or individual/personal benefit; (Amended Mar 2018) f) a not-for-profit objective; g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are: h) Societies Act (Alberta); a. ii) Part 9 of the Companies Act; b. iii) Part II of the Canada Corporations Act; iv) Religious Societies Land Act;

2.1.7 c) **There are no provisions for payment to members, directors or officers, including payment of income, honorariums, dividends, shares or transfer of property.**

The Federation’s Thoughts:

The Federation advocates for the practice that suggests that board members/members should not be employees of a non-profit or charity, except when the relationship is well defined in the bylaws (e.g. an employee is an officer and/or President/CEO), backed by strong policies and internal controls and your organization has AGLC approval. In situations where we know these



aren't defined and working, we recommend that this is not permissible, and the board member/member should step down. We stand behind this because the boards we work with are mostly operational in nature where the board members are not only responsible for setting or developing direction and establishing policy but also in implementing decisions of the board. In most of our member organizations, board members do both the work of directors and staff. Due to this relationship there is a real blur as to what "volunteer work" is and what "paid work" is. Without clear policies and controls, how can a board be sure that they are not paying a board member to do their board work thus "remunerating a director for his/her work as a director" Further, the consequences are high if in breach of remunerating directors. The society could be dissolved. The charity could be revoked. When a charity is revoked the organization must pay all their assets to the CRA in revocation tax or donate them to a qualified donee (another registered charity or the City of Calgary). In addition, the potential for director liability increases when there is a cause for membership to see a real or perceived conflict of interest, or a real or perceived undue benefit being given to a board member. Every board is bound by fiduciary duties. Board members can be held personally liable for their decision. If your membership was to call your decisions into question you would be judged by a group of your peers against your bylaws and fiduciary duties. Thus, policies, procedures, clear bylaws and transparency are all key to ensuring you are upholding the interests of the organization. It is always prudent to act to avoid potential risk for personal liability and either put in place procedures and internal controls for such situation or do not allow board members to be paid employees.

Conclusion:

The practice of remunerating a board member as a paid staff, at the very least, has all sorts of perception, conflict of interest issues and compliance requirements. It requires more transparency, accountability and process. All board members need to understand the implications before entering into such arrangements. Clear policies should be in place to outline the organization's position should they wish to engage in the practice of employing a board member as a staff person. In addition, clear and open recruitment and hiring practices should be in place, so if and when a board member is put into a position, they are in fact the best person for the job and are hopefully protected by such due diligence.

i AGLC Charitable Gaming Policies Handbook (2018):
<https://aglc.ca/sites/aglc.ca/files/2018-08/18-03-15%20CGP%20Handbook.pdf>

Financial Management	
Grants	
Inspiring Neighbourhood Grant – ongoing intake	The Inspiring Neighbourhoods Grant is a matching grant, intended to support communities in creating a city of safe and inspiring neighbourhoods. The grant opened for applications on February 6th. Funding is currently based on eligible first come, first serve projects.



	<p><u>Purpose</u> The Inspiring Neighbourhoods Grant supports community-led projects and initiatives.</p> <p><u>Objectives</u> The Inspiring Neighbourhoods Grant aims to:</p> <ul style="list-style-type: none"> • Support communities in becoming more socially cohesive with safe, inclusive spaces and programs that respond to residents' needs • Help residents feel an increased sense of belonging and contribute meaningfully to their neighbourhood • Develop community groups that are resilient and working towards achieving greater sustainability <p><u>Funding Streams</u> The grant supports projects under the following five streams. Amounts granted must be matched by the community association applicant:</p> <table border="0"> <tr> <td>Beautification and Placemaking</td> <td>Maximum funding \$12,000</td> </tr> <tr> <td>Communication and Engagement</td> <td>Maximum funding \$10,000</td> </tr> <tr> <td>Community Education and Safety</td> <td>Maximum funding \$5,000</td> </tr> <tr> <td>Social and Recreation Programs</td> <td>Maximum funding \$5,000</td> </tr> <tr> <td>Technology</td> <td>Maximum funding \$5,000</td> </tr> </table> <p><u>Role of the Neighbourhood Partnership Coordinator (NPC)</u> Your NPC will be able to provide information on the grant and support your project. Connect with your NPC to discuss project eligibility before submitting an application.</p> <p>Applications opened February 6th, 2023 Grant Website: Inspiring Neighbourhoods Grant (calgary.ca)</p>	Beautification and Placemaking	Maximum funding \$12,000	Communication and Engagement	Maximum funding \$10,000	Community Education and Safety	Maximum funding \$5,000	Social and Recreation Programs	Maximum funding \$5,000	Technology	Maximum funding \$5,000
Beautification and Placemaking	Maximum funding \$12,000										
Communication and Engagement	Maximum funding \$10,000										
Community Education and Safety	Maximum funding \$5,000										
Social and Recreation Programs	Maximum funding \$5,000										
Technology	Maximum funding \$5,000										
<p>Careerlauncher (ImpAct internship Program) (Funded by the Colleges and Institutes Canada (CICan))</p>	<p>Name: Careerlauncher (ImpAct Internship Program) (Funded by the Colleges and Institutes Canada (CICan))</p> <p>Amount: Up to \$10,000 wage subsidy for eligible internships</p> <p>Eligible Organizations: Eligible employers must demonstrate that they are committed to meaningfully responding to up to three or more Canadian SDG (Sustainable Development Goals) ambitions identified in the <u>2030 National Strategy</u>. They must also demonstrate their commitment to helping youth transition into the labour force and help them secure employment at the end of the internship. Employers must have an <u>established payroll system</u>, be set up to receive payments by direct deposit, have a <u>process for supervising and mentoring</u> interns, and be a Canadian company or subsidiary in one of the following categories:</p> <ul style="list-style-type: none"> • Post-secondary education institution • Indigenous organization or association • Small- or medium-sized enterprise (SME), less than 500 employees 										



- Large corporation, more than 500 employees
- Non-government organization (NGO)
- Not-for-profit organization
- Municipal or local government

Dates:

Employers who submit their application **after May 5, 2023** will be notified of their application status within 2-weeks of submission.

- A maximum of four internship applications per employer will be reviewed for the ImpAct stream.
- Internships should start after April 1, 2023 and end by January 31, 2024. They must be a minimum of 3 months (13 weeks) to a maximum of 6 months (26 weeks).

Contact Info: 613-746-5916

Website: [ImpAct Internships - Career Launcher](#)

Eligible Internships:

- A minimum of 3 months (13 weeks) to a maximum of 6 months (26 weeks) ending by January 31, 2024
- Full-time, a minimum of 30 hours per week
- Explicitly advance SDG 8 (Decent Work and Economic Growth) and three other SDGs

Examples of activities that youth can do to help advance the SDGs:

- Organize a youth-led food drive
- Educate others on healthy food, diversity and inclusion, importance of vaccinations, protective hygiene practices for a specific demographic
- Plan and implement an energy or water conservation or 'buy local' campaign
- Develop a campaign for alternatives to single occupancy vehicles
- Audit local cycling and pedestrian infrastructure
- Organize healthy outdoor activities that reduce air pollution while increasing physical activity
- Create and implement activities to reduce land and water pollution
- Advocate for and plant trees in urban areas
- Develop a business plan that offers sustainable products and services
- Conduct research on ethical supply chains
- Develop and implement branding strategies, digital marketing tools, and/or social media campaigns on sustainable agriculture



Community Climate Transitions Innovation Fund – Due Aug 24, 2023

Name: Community Climate Transitions Innovation Fund (Tamarack Institute)

Contact Info: Not listed

Grant Website: Community Climate Transitions Innovation Fund
(tamarackcommunity.ca)

Due Date: August 24, 2023

Amount: Between \$2,000 and \$10,000

Eligible Groups:

To be eligible, applicants must:

- Represent a nonprofit, community organization or resident-led group, municipality*, or multi-sector collaborative focused on developing community-level solutions that advance a just and equitable climate transition.
- Include a minimum of two people leading the planning and implementation of the project;
- Be fiscally and legally based in Canada. Projects submitted for funding should also be based in a Canadian province or territory;
- Propose an existing or new project that is aligned with the Innovation Fund’s Guiding Principles (see below);
- Be a member of Tamarack’s Community Climate Transitions network (consult our Membership Package to learn more);
- Start the project within 2 months of receiving the grant;
- Run the project for 6 to 12 months;
- Share a budget which includes a maximum of 20% for overhead costs and;
- Representatives must have financial authority or authorization from a senior-level representative of the organization to sign and agree to all the terms and conditions of the Funding Agreement.

Note: we are not able to support projects promoting political or faith-based activities.

Eligible Projects:

The goals of the Innovation Fund are to:

- Support and resource community ideas;
- Develop community capacities;
- Ensure lived experience and community expertise are prioritized in this process.
- Help shift power structures and advance various forms of justice (e.g., involving those impacted in decision making, fair distribution of benefits and burdens)

Each year we aim to support a combination of one large, one intermediary, and several smaller grants to CCT members. Grant amounts will range between C\$2,000 and C\$10,000 each and be split as follows:



<p>CN Stronger Communities Fund</p>	<p>Name: CN Stronger Communities Fund</p> <p>Amount: Unknown</p> <p>Contact Info: Not listed</p> <p>Website: Donations and Sponsorships Community Delivering Responsibly cn.ca</p> <p>Grant Deadline: Unknown</p> <p>Eligible Areas of Focus: CN has five community investment focus areas:</p> <ul style="list-style-type: none"> • Health and Safety • Environmental Sustainability • Diversity and Inclusion • Innovation • Civic Engagement <p>Eligible groups:</p> <ul style="list-style-type: none"> - Registered Not-for profit organizations
<p>Federated Co-op Community Investment Fund – Sept 30</p>	<p>Name: Federated Co-op Community Investment Fund</p> <p>Amount: Unknown</p> <p>Contact Info: employeeegiving@fcl.crs</p> <p>Website: Community Investment Fund (fcl.crs)</p> <p>Grant Deadlines: March 31, June 30, September 30 and December 31</p> <p>Eligible Projects: FCL’s Community Investment Fund supports community programs and organizations that matter to our employees. Projects ineligible for funding include:</p> <ul style="list-style-type: none"> • Religious or politically affiliated organizations; • Sports-related events (e.g. golf tournaments). • Marketing sponsorship requests • Projects located outside of Calgary, Edmonton, Regina, Saskatoon and Winnipeg • Capital funding requests (see <u>Co-op Community Spaces Program</u>) • Third party fundraising requests



	<p>Eligible groups:</p> <p>To apply for funding, projects must meet the following criteria:</p> <ul style="list-style-type: none"> - Be a registered non-profit or charitable organization - Support charitable programs and initiatives that are making an impact in the communities of Calgary, Edmonton, Regina, Saskatoon and Winnipeg
<p>Blue Cross Built Together Grant – Due Sept 18, 2023</p>	<p>Contact Info: BuiltTogether@ab.bluecross.ca Grant Website: Built Together Alberta Blue Cross</p> <p>Amount: \$50,000</p> <p>Eligible Groups:</p> <ul style="list-style-type: none"> • Community leagues/associations, school councils, municipalities or other non-profit community groups or organizations with new projects in need of funding are eligible to apply. • Organizations must provide services without regard to race, religion, creed, gender, or sexual orientation. • Priority will be given to projects that reflect our Built Together mandate of promoting active living and wellness at a grassroots community level, with an emphasis on children. • To ensure province-wide representation, we split grants with one in each of the following communities: Edmonton, Calgary, a secondary city, a rural community, and an Indigenous community with a focus on ensuring grants are equitably distributed on a regional basis over the life of the program. <p>Due Date: Applications are open from May 15, 2023 and close on September 18, 2023.</p> <p>Eligible Projects: Built Together funds infrastructure projects that foster active living. Eligible projects include but are not limited to:</p> <ul style="list-style-type: none"> - Outdoor gyms - Cycling paths - Construction or replacement of playgrounds - Skateparks and - Outdoor rinks - Restorations of additions to existing infrastructure <p>Programs must be publicly accessible and free of a membership charge.</p> <p>Ineligible Projects:</p> <ul style="list-style-type: none"> • Those that support religious or politically affiliated organizations • Those that will have adverse environmental impacts • Those that are third-party fundraising campaigns • Projects and programs taking place outside of Calgary



Community Facility Enhancement Program (CFEP) – Due Sept 15

Amount: 50/50 matching grant;
 Maximum funding for small stream is \$125,000;
 Large funding stream is between \$125,000 and up to \$1 million

Applicable To:

The following organizations and community non-profit organizations can apply for this program:

- organizations registered (and in good standing) under one of these Acts:
 - Provincial Legislation
 - *Agriculture Societies Act*
 - *Part 21 of the Business Corporations Act - Extra-Provincial Corporations*
 - *Cemeteries Act or Cemetery Companies Act*
 - *Companies Act, Part 9 (Nonprofit Companies)*
 - *Libraries Act*
 - *Societies Act of Alberta*
 - *Special Act of the Alberta Legislature*
 - Federal Legislation
 - *Special Act of the Parliament of Canada*
 - *Canada Not-for-profit Corporations Act*, and must be registered in Alberta under the *Business Corporations Act*
 - *Income Tax Act* (of Canada and operating in the Province of Alberta (Charities))
- First Nations and Métis Settlements
- foundations established and regulated under the province's *Regional Health Authorities Act*
- universities, colleges, and institutes as defined under Alberta's *Post-secondary Learning Act*

Organizations must have an Alberta based address which must be regularly monitored by an active member of the organization.

Contact Info: Community Grants office:

Phone: [780-422-9598](tel:780-422-9598)

Toll-free: [1-800-642-3855](tel:1-800-642-3855)

Email: lfp.application@gov.ab.ca

Address:

Community Facility Enhancement Program
 212, 17205 106A Avenue
 Edmonton, Alberta T5S 1M7

Grant Website:

[Community Facility Enhancement Program | Alberta.ca](http://CommunityFacilityEnhancementProgram|Alberta.ca)

Due Date: Small Funding Stream - January 15, May 15, and September 15 of each year

Large Funding Stream – October 1 of each year



	<p>Criteria/Outcomes: see application guidelines</p> <p>Eligible Projects: An organization can only submit one application for a capital project per year through either CFEP or for a capital equipment project Community Initiatives Program (CIP) Project-Based. A facility can receive funding for one capital project per fiscal year (for example, roof replacement). However, if an organization shares a facility with other organizations, each organization can submit a grant request for a project that relates to their own leased space. Projects can include:</p> <ul style="list-style-type: none"> • building a new facility • acquiring or purchasing a facility • repairs, renovations, updates and expansion <p>Community facilities include sports, recreational, cultural or other public-use facilities. <i>Phased projects</i> Depending on the size and scope of a construction project, organizations may submit applications for stand-alone aspects for the same facility. For example, this could include phases such as a feasibility study, design and blueprint stage, initial construction to lock up stage and completion phase.</p>
<p>Community Initiatives Program (CIP) – Due September 15</p>	<p>Amount: 50/50 matching grants Project-Based funding to a maximum of \$75,000 Operating funding to a maximum of \$75,000 Major Cultural and Sports Events funding to a maximum of \$250,000</p> <p>Applicable To: The following organizations and community non-profit organizations can apply for this program:</p> <ul style="list-style-type: none"> • a registered community non-profit organization in Alberta (and in good standing) under one of these Acts: <ul style="list-style-type: none"> • Provincial Legislation <ul style="list-style-type: none"> ○ <i>Agriculture Societies Act</i> ○ Part 21 of the <i>Business Corporations Act</i> - Extra-Provincial Corporations ○ <i>Cemeteries Act or Cemetery Companies Act</i> ○ Part 9 of the <i>Companies Act</i>, (Nonprofit Companies) ○ <i>Libraries Act</i> ○ <i>School Act</i> ○ <i>Societies Act</i> ○ <i>Special Act of the Alberta Legislature</i> • Federal Legislation <ul style="list-style-type: none"> ○ <i>Special Act of the Parliament of Canada</i> ○ <i>Canada Not-for-profit Corporations Act</i>, and must be registered in Alberta under the <i>Business Corporations Act</i>



- *Income Tax Act*(of Canada and operating in the Province of Alberta (Charities)
- First Nations and Métis Settlements
- foundations established and regulated under the province's *Regional Health Authorities Act*
- universities, colleges, and institutes as defined under Alberta's *Post-secondary Learning Act*

Organizations must have an Alberta-based address which must be regularly monitored by an active member of the organization

Contact Info: Connect with the Community Grants office:

Phone: 780-422-9598

Toll free: 1-800-642-3855

Email: LFP.application@gov.ab.ca

Address:

Community Initiatives Program

Alberta Culture and Status of Women

212, 17205 106A Avenue

Edmonton, Alberta T5S 1M7

Grant Website:

[Community Initiatives Program | Alberta.ca](#)

Due Date:

CIP Project-Based, CIP Operating grant - January 15, May 15, and September 15 of each year

Major Cultural and Sports Events – April 1 and October 1 of each year

Large Funding Stream – October 1 of each year

Criteria/Outcomes: see application guidelines

Eligible Projects & Expenses:

Eligible projects and expenses for this grant include, but are not limited to:

- installation of equipment or technology
- new community initiatives (new programs, organizational start-up, prototyping, pilot projects)
- hosting of a community event (festivals, symposiums, workshops)
- technology (website design, computers, software)
- production costs (plays, books, films, exhibits)
- equipment (furniture, team sports equipment, licensed vehicles)

You can start your project any time after the application has been received.

Ineligible Projects:

Projects that are not eligible for funding include, but are not limited to:

- private or commercial sector projects or programs
- construction and renovation projects
 - organizations can apply for funding for these projects through the [Community Facility Enhancement Program](#)



	<ul style="list-style-type: none"> • core/essential municipal, provincial, federal projects or programs and services which are the responsibility of the governing body • projects that are linked to the delivery of core education, health and wellness, and social services programs • outdoor spaces (such as playgrounds, skateparks, climbing walls, outdoor fitness equipment, or outdoor classrooms) • travel projects • debt reduction <p>Ineligible Expenses:</p> <ul style="list-style-type: none"> • moving expenses • endowments, donations, or bursaries • expenses incurred before submitting your application
<p>Arts and Culture Microgrant – Grant Now Open (until July 31)</p>	<p>Amount: Maximum grant amount for a single initiative is \$50,000. Funding is provided up front for successful applications.</p> <p>Due Date: Applications will be reviewed and approved in the order they are received until the fund is fully allocated. The deadline for application is July 31, or upon full subscription of the available funds.</p> <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • This program is for registered not-for-profits, charitable organizations, and business improvement areas • This grant is meant to support local and publicly accessible programming • Includes community-run projects, new opportunities for local artists, activations in winter months and local events hosted by not-for-profits. • Strengthens our local economy and contributes to community spirit and wellbeing. • Applications must be received prior to the project/program start date • Aligns with City Council strategic priorities of economic, social and climate resilience • Only one microgrant will be awarded per initiative or program. Organizations are able to apply for multiple initiatives • A final report must be submitted within 60 days of the completion of the project/program. <p>Eligible Activities:</p> <ul style="list-style-type: none"> • Festival – an organized event which occurs over more than one day, incorporates an intensive level of planned activity into those days and demonstrates established or potential audience support from a broad range of the community. • Event – an organized performance, gathering, activity or cluster of activities which occurs on a single day. • Innovative activity – a special project which may be one time, with clear start and end date(s) and identified outcomes. Examples include new or unique collaborations, workshops, or other time-bound projects.



	<ul style="list-style-type: none"> • Production and presentation – the production or presentation of any work in any artistic discipline. • Truth and reconciliation – honor the importance and share the history and culture of Indigenous people, establish a framework for including the voices of Indigenous artists and cultural leaders in the creative sector, support and celebrate Indigenous arts and culture, and/or mobilize the creative sector to take intentional action on truth and reconciliation. • Multiculturalism – includes public education, programs, events or services focused on building awareness, appreciation and celebration of language, traditions and affirms. <p>There are two tiers for this grant:</p> <ul style="list-style-type: none"> • Tier 1: \$500 - \$4,999. Complete an application form for Tier 1. • Tier 2: \$5,000 - \$50,000. Complete an application form for Tier 2. <p>Contact Info: microgrants@calgary.ca Grant Website: Arts and Culture microgrant (calgary.ca)</p>
<p>Arts Presenting Project Funding – Due Dec 1, 2023</p>	<p>Due Date: December 1, 2023</p> <p>Grant Website: https://www.affta.ab.ca/funding/find-funding/arts-presenting-project-funding</p> <p>Contact Info: Jodie Vandekerkhove, Arts Development Consultant T: 780-415-1318 E: jodie.vandekerkhove@gov.ab.ca</p> <p>Amount:</p> <ul style="list-style-type: none"> • up to 65% of fees paid to Alberta artists. Ensemble members may not be separated out and residency is determined by majority of ensemble members. <ul style="list-style-type: none"> ▪ up to 50% of fees paid to Canadian artists from the rest of Canada ▪ up to 50% of fees paid to international artists to a maximum of 1/3 of the eligible Canadian/Alberta subsidy. International children’s artists are exempt from this restriction. <p>Eligible Applicants:</p> <ul style="list-style-type: none"> • Registered not-for-profit organizations • Churches • Library boards • Indian Bands as defined by the Indian Act R.S.C. 1985, C.1-5 • Metis Settlements recognized under the Metis Settlements Act T.S.A. 2000, C.M14 • Organizations registered under the Agriculture Societies Act • Organization recognized under the Post-Secondary Institutions Act (by Faculty Department) <p>Organizations must also:</p>



	<ul style="list-style-type: none"> • Be registered and in good standing in Alberta under the appropriate legislation for at least one year prior to the deadline • Be in good standing with the AFA with no outstanding reporting requirements • Have been in operation for at least one full year prior to the deadline • Have a least 50% of the organization’s board members, or ruling council, living in the community or region where the presentations are given • Demonstrate adherence to good governance principles, effective administration practices and commitment to fiscal responsibility • Demonstrate financial stability, in the judgment of the AFA, for at least one year • Operate as a stand-alone organization at arm’s length from municipalities, commercial enterprises, or schools • Be the primary organizer and producer of the event by directly paying professional artists and/or artist-affiliated organizations (for example: artist managers or booking agents) for professional artist fees • Have a policy of presenting at least three different touring professional artists during the twelve-month period from November 15 – November 14, immediately prior to the grant deadlines • Organizations based in rural areas with a population of less than 3,000 may apply even if fewer than three artists are presented. <p>Eligible Events: Events that are eligible for this funding are:</p> <ul style="list-style-type: none"> • Events that present professional touring artists who regularly tour outside their place of residents in the following arts disciplines: <ul style="list-style-type: none"> ○ Performing arts: include music, dance, theatre, circus arts and spoken word ○ Visual and new media arts includes drawing, painting, sculpture, printmaking, clay, glass, wood, metal, fiber, and new media ○ Film and video arts ○ Literary arts: include fiction, literary non-fiction, poetry, screenwriting, and playwriting • Events where arts presentations, performances, readings, or exhibitions are the primary reason for the event • Events that are available to the public through season tickets, or casual sales or free admission • Events that have at least three different touring professional artists between November 15 and November 14, immediately prior to the grant deadline <p>Original live streaming events, occurring after March 12, 2020, presented through online</p>
<p>Grants to keep in mind for 2024</p>	<p>Grants which accept applications on an ongoing basis/ grants to look at for next year:</p> <ul style="list-style-type: none"> - Amateur Sport Grant (Parks Foundation Calgary)



	<ul style="list-style-type: none"> o Deadline for applications is May 1st o Grant website: Amateur Sport Grant — Parks Foundation Calgary (parksfdn.com) - Building Communities Grant (Parks Foundation Calgary) <ul style="list-style-type: none"> o Deadline for applications is May 1st o Grant website: Building Communities Grant — Parks Foundation Calgary (parksfdn.com)
<p>Grants Currently Available in 2023</p>	<p>Grants With Deadlines in Q3 of 2023 (July, Aug, Sept)</p> <ul style="list-style-type: none"> - Venture for Canada Internship Program <ul style="list-style-type: none"> o Deadline: Winter semester applications is July 7th o Website: Venture For Canada - Activate YYC – Wayfinding, Parades and Activated Spaces (Stream 1) <ul style="list-style-type: none"> o Deadline: August 15th o Website: ActivateYYC – Federation of Calgary Communities – Activate Movement, Empower Your Community - Community Facility Enhancement Program <ul style="list-style-type: none"> o Deadline - Small Stream – September 15th o Website: Community Facility Enhancement Program Alberta.ca - Community Initiatives Program <ul style="list-style-type: none"> o Deadline: September 15th o Website: CIP Project-Based grant Alberta.ca - Calgary Flames Rink Grant <ul style="list-style-type: none"> o Deadline: October 3rd o This deadline is outside of Q3 but the application does take some work to prepare o Website: Calgary Flames Rink Award — Parks Foundation Calgary (parksfdn.com) - Federated Co-op Community Investment Fund – September 30 <ul style="list-style-type: none"> o Deadline: September 30th o Website: Community Investment Fund (fcl.crs) - Arts and Culture Microgrant (The City of Calgary) <ul style="list-style-type: none"> o Application for Tier 1 events are due on September 13th. For events to be held between December 2023 and May 2024 o Grant Website: Arts and Culture microgrant (calgary.ca) <p>Grants That Accept Applications on an Ongoing Basis</p> <ul style="list-style-type: none"> - Canada Cultural Spaces Fund <ul style="list-style-type: none"> o Deadline: None o Website: Application Guidelines - Canada Cultural Spaces Fund - Canada.ca - Community Support Multiculturalism and Anti-Racism Initiatives Program – Events <ul style="list-style-type: none"> o Deadline: None



	<ul style="list-style-type: none"> ○ Website: Application Guidelines – Events component - Canada.ca - Enabling Accessibility Fund <ul style="list-style-type: none"> ○ Deadline: None ○ Website: About the Enabling Accessibility Fund - Canada.ca - Strategic Opportunities Grant <ul style="list-style-type: none"> ○ Deadline: Noon on the 1st of every month ○ Website: Strategic Opportunity Grants Calgary Foundation - Inspiring Neighbourhood Grant <ul style="list-style-type: none"> ○ Deadline: None ○ Website: Inspiring Neighbourhoods Grant (calgary.ca) - Stella Conceptual Drawing Grant <ul style="list-style-type: none"> ○ Deadline: None ○ Website: Stella Conceptual Drawing Grant — Parks Foundation Calgary (parksfdn.com) - Stepping Stones <ul style="list-style-type: none"> ○ Deadline: None ○ Website: Stepping Stones Grants Calgary Foundation - Ward Community Event Fund <ul style="list-style-type: none"> ○ Deadline: 21 days prior to event or initiative ○ Website: Ward Community Event Fund guidelines (calgary.ca)
<p>Community Garden Applicable Grants</p>	<p><u>Funding Sources - Calgary Horticultural Society (calhort.org)</u></p> <p>Looking for ways to support your community garden? Many organizations recognize the value of community gardens, so there are a lot of grants available. We've developed a list to get you started.</p> <p>Know of a funding source that's not listed here? Send an email and we'll get it posted.</p> <ul style="list-style-type: none"> • Alberta Eco Trust Foundation • Calgary Dollars Take Action Grants • Aviva • The Calgary Foundation Grants • CO-OP Community Spaces Fund • Field Law Community Fund • Home Depot Foundation • Parks Foundation Calgary • Peavey Mart Community Engagement Support • Province of Alberta Community Initiatives Program • Scotts GRO 1000 Grassroots Grants – Communities in Bloom • Servus Credit Union • Shell Canada • TD Friends of the Environment Foundation • Trees Canada: Community Tree Grants Edible Trees • Walmart Foundation • Youth Environmental Engagement Grant – Alberta Emerald Foundation
<p>License of Occupation</p>	
<p>Facility Maintenance & Capital Construction</p>	



Letters of Municipal Opinion (CFEP, etc.)	If applying for CFEP (or any other grant) which requires a Letter of Municipal Opinion, please send the request to your NPC as early as possible to gain the appropriate signatures. A minimum of two weeks would be preferential.
Change in Building Condition Assessment Report – CA/SRO Comment Timeframe	The Building Condition Assessment (BCA) process will change to Groups having a 5-week review time frame to review and give comments on the BCA with a clear start and end date provided.
Capital Conservation Grant (CCG) Applications	If your CA plans to submit a Capital Conservation Grant in the near future, please note that all applications received in the summer months of June, July & August will have an 8–10-week turnaround (as opposed to the standard 6-8 weeks).
Connecting City Resources	
GamePLAN Update	<p>Update on the first of a series of engagement opportunities as part of GamePLAN. This was the first step toward identifying key issues/opportunities and interested contributors to the GamePLAN strategy.</p> <p>Summary of Phase 1 Engagement</p> <p>The purpose of GamePLAN is to identify themes and outcomes that contribute to our collective impact; improving our problem-solving capacity and resilience. The following themes emerged through workshops held in March 2023:</p> <ul style="list-style-type: none"> • Relationship Building: How do we work better together to ensure decisions are intentional, strategic and mutually beneficial? • Accessibility & Inclusion: How do we reduce or remove barriers to participation in programs and access to services? How do we address equity? • Operational Needs & Lack of Space: How do we work together to solve sector-wide challenges and improve our resiliency? How do we incorporate greater flexibility to be responsive and sustainable in a changing market? • Booking & Registration Systems: How do we find solutions to shared problems that act as a barrier to participation and access? • Recreation Calgarians Want: How do we grow and develop together to ensure programs and services are equitable, responsive and sustainable? <p>Next Steps</p> <p>Procuring a consultant to support facilitated engagement and research activities, and will be reaching out in late summer to invite you to participate in further dialogue with service leaders.</p>
Calgary Potholes Map	Find potholes that have been reported and their status at https://maps.calgary.ca/potholes .



Downtown Washroom Attendant Pilot Project	<p>The City of Calgary is launching a Downtown Washroom Attendant Pilot Project this summer in two busy parks—Olympic Plaza and Century Gardens. The City has partnered with AAWEAR to have public washroom attendants stationed at Olympic Plaza and Century Gardens. Starting the week of May 8, attendants will be onsite daily at these two parks from 10 am to 9 pm between May 8, 2023 and October 9, 2023 at both locations; except during ticketed events (e.g. festivals). For more information please visit:</p> <p>www.calgary.ca/washroomattendant</p>
Public Relations	
Reminder: Community Food Map Resource	<p>Calgary COVID-19 Community Food Map – Google My Maps</p> <p>An updated, sharable google map has been developed to help Calgarians find access to food resources. The resources on the map include: No Cost Food Hampers and Baskets, Community Food Pantries, Food Bank Referrals, Good Food Box Pick Up Locations, Fresh Routes Mobile Market, Free and Low-Cost Meals, Baby Supplies, Grocery Delivery Services and Free Bagged Lunches for Kids and Youth.</p>
Seed to Table Garden Program	<p>The Calgary Horticultural Society is launching their Seed to Table Initiative starting Tues Feb 28 and running until the end of October:</p> <p>Seed to Table is a low input growing initiative that goes through each of the steps required in a gardening journey. The classes and resources in this initiative will help you to:</p> <ul style="list-style-type: none"> • Become increasingly self-sufficient • Save money • Reduce waste <p>Sign up for one or more free online classes.</p> <p>For more information visit: SEED TO TABLE - Calgary Horticultural Society (calhort.org) Or contact Michelle Edworthy, Program Coordinator Calgary Horticultural Society programs@calhort.org 403-287-3469 ext. 104</p>
Free Compost Available	<p>The City of Calgary is pleased to provide community gardens, community associations, schools, and other community groups with access to complimentary Category A compost and mulch.</p> <p>Please call 311 and request compost for community organizations.</p>
Programming	
Free Summer Programs	<p>Fun and free programs and activities are coming to communities across Calgary this summer.</p> <ul style="list-style-type: none"> • Parents can bring their children to both structured and open play opportunities, featuring games, arts, crafts, entertainment and educational experiences;



	<ul style="list-style-type: none"> • Youth can learn leadership skills and critical thinking in our LEAD programs; • Teens and adults can take part in a guided workout with a certified trainer at one of our Fit Parks; and, • Calgarians of all ages can stay active and have a blast at our mobile skateparks and tennis/pickleball courts. <p>Find these activities and more at calgary.ca/free</p>
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Other

Federation of Calgary Communities Workshops

To register and view all online/virtual workshops and sessions visit calgarycommunities.com/our-events/

Online Resources:

<https://members.calgarycommunities.com/>

Password: community

Government of Alberta – Community Development – Workshops & Trainings

For more information or to register visit: [Government of Alberta - Community Development Unit Events | Eventbrite](#)

Email contact is: communitydevelopment@gov.ab.ca or call 310-0000 then dial 780-963-2281.

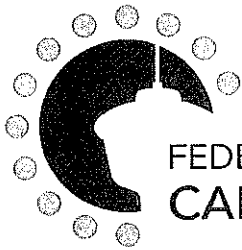
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Remuneration of Board Members as Staff Members

Overview

Is allowing board members to also be paid as a staff member a permitted practice? Our research into remuneration (*money paid to someone for the work that person has done*) suggests this is a common question, and one that is not easily answered. It depends on the legislation from Canada Revenue Agency (CRA) and the Alberta Society's Act, Alberta Gaming, and Liquor & Cannabis (AGLC), organizational bylaws, how the organization operates, and fiduciary duties bestowed on boards. Below you will find what our inquiries with each of these legislative bodies clarified, as well as our thoughts on the topic.

Canada Revenue Agency (CRA):

The Charity Directorate is clear there are situations in which a director can be an employee. However, a director/officer/member can never be compensated as a director/officer/member. They interpret this at the highest level and not at an operational level. This means that a president can't be paid to be a president, or a secretary can't be paid to be secretary. However, they leave the door open on whether a director can be paid as an employee. In fact, they state that board members can't receive compensation as an employee to attend a board meeting or to carry out the duties as a board member. But they then say a person can be both a paid employee and board member so long as at the board meeting and in their assigned board duties they volunteer their hours and are not ever paid.

In addition, Canada Revenue Agency is also very clear that no member, director or officer can have an undue benefit from a charitable organization (e.g. a transfer of property or other resources of a charity to a person who does not deal with the charity at arm's length or who is the beneficiary of a transfer because of a special relationship with a donor or charity.). CRA might test this around asking if the employment is reasonable, is it necessary and if the charitable outcome is a result of the employment of a director is proportional to the payment.

This is really about internal controls and having policies in place to be able to support the decision to hire a board member as an employee. Implementing hiring policies, having clear job descriptions, using and monitoring time sheets, documenting the need for the position, and measuring the outcome of having the position are key. (Incidentally, a charity is responsible to being able to demonstrate that they are carrying out their charitable work no matter who it employs).

Society's Act of Alberta:

The Societies Act of Alberta suggests remuneration is "frowned upon" because of the perception of conflict of interest and undue benefit. They too are clear that a director/officer/member can't be remunerated for their role in the same way CRA does. They reiterate that the Act only requires a provision in the bylaws stipulating whether directors can or cannot receive remuneration. A provision has to be in place and the rest is up to the membership to vote on. When hiring a director to be a paid employee, there are some perception issues to consider like conflict of interest, receiving of a direct or indirect benefit, duty of loyalty, and acting in the best interest of the organization are considerations. Policies and internal controls are ultimately what will protect the organization.

AGLC:

The Alberta Gaming, Liquor & Cannabis (AGLC) is quite clear on remuneration for members. It is **NOT** allowed unless the group has approval from AGLC. See below from the Charitable Gaming Policies Handbook under Section 2- Basic Eligibility¹:

2.1) charitable or religious group is eligible for gaming licensing if the group is structured in a manner acceptable to the Board and can prove a record of active delivery of a charitable or religious program to the community.

STANDARDS: 1. To be eligible for gaming licensing, the applicant group must have:

- a) a broad based volunteer membership which represents the community at large;
- b) Alberta resident volunteer members who establish, maintain control of and deliver the group's programs;
- c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group's executive may be appointed by an external entity);
- d) **no paid members, directors or officers.** (Note: Some persons in these positions may be paid for other work done for the group, and the group may still be eligible for licence. However, for each paid position, the group must provide the AGLC with the position title, position job description, full disclosure of salary and benefits and the source of the funds for salary and benefits);
- e) programs that benefit a significant segment of the community, not member's self-interest or individual/personal benefit; (Amended Mar 2018)

- f) a not-for-profit objective;
- g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are:
- h) Societies Act (Alberta);
 - a. ii) Part 9 of the Companies Act;
 - b. iii) Part II of the Canada Corporations Act; iv) Religious Societies Land Act;

2.1.7 c) There are no provisions for payment to members, directors or officers, including payment of income, honorariums, dividends, shares or transfer of property.

The Federation's Thoughts:

The Federation advocates for the practice that suggests that board members/members should not be employees of a non-profit or charity, except when the relationship is well defined in the bylaws (e.g. an employee is an officer and/or President/CEO), backed by strong policies and internal controls and your organization has AGLC approval. In situations where we know these aren't defined and working, we recommend that this is not permissible, and the board member/member should step down.

We stand behind this because the boards we work with are mostly operational in nature where the board members are not only responsible for setting or developing direction and establishing policy but also in implementing decisions of the board. In most of our member organizations, board members do both the work of directors and staff. Due to this relationship there is a real blur as to what "volunteer work" is and what "paid work" is. Without clear policies and controls, how can a board be sure that they are not paying a board member to do their board work thus "remunerating a director for his/her work as a director"

Further, the consequences are high if in breach of remunerating directors. The society could be dissolved. The charity could be revoked. When a charity is revoked the organization must pay all their assets to the CRA in revocation tax or donate them to a qualified donee (another registered charity or the City of Calgary).

In addition, the potential for director liability increases when there is a cause for membership to see a real or perceived conflict of interest, or a real or perceived undue benefit being given to a board member. Every board is bound by fiduciary duties. Board members can be held personally liable for their decision.

If your membership was to call your decisions into question you would be judged by a group of your peers against your bylaws and fiduciary duties. Thus, policies, procedures,

clear bylaws and transparency are all key to ensuring you are upholding the interests of the organization.

It is always prudent to act to avoid potential risk for personal liability and either put in place procedures and internal controls for such situation or do not allow board members to be paid employees.

Conclusion:

The practice of remunerating a board member as a paid staff, at the very least, has all sorts of perception, conflict of interest issues and compliance requirements. It requires more transparency, accountability and process. All board members need to understand the implications before entering into such arrangements. Clear policies should be in place to outline the organization's position should they wish to engage in the practice of employing a board member as a staff person. In addition, clear and open recruitment and hiring practices should be in place, so if and when a board member is put into a position, they are in fact the best person for the job and are hopefully protected by such due diligence.

¹ AGLC Charitable Gaming Policies Handbook (2018): <https://aglc.ca/sites/aglc.ca/files/2018-08/18-03-15%20CGP%20Handbook.pdf>