



MINUTES
Edgemont Community Association
ANNUAL GENERAL MEETING

Date: Wednesday, June 24, 2020 7:00 PM

Location: On line – Zoom Webinar

Quorum: 40+ reached

Chaired by Paul Clark

Recording Secretary & Moderator: Elspeth Kirk

Voting Consultant: Data on the Spot

1. Call to Order 7:10 p.m.
2. Approve Agenda
 - a. **Moved** by Terry Meiyeppen to accept agenda. Seconded by Stefan Zanon. **Carried**
3. Approve Minutes of 2019 AGM
 - a. **Moved** by Brent McConnell to approve the Minutes of the AGM dated May 10, 2019. Seconded by Brett Plaizier. **Carried**
4. Special Resolution
 - a. Current wording of by-law: 5.6.2 Duties of the Officers of the Association d. The Treasurer: Makes sure all monies paid to the Association are deposited in a chartered bank, treasury branch or trust company chosen by the Board
 - b. Proposed wording: Is responsible to ensure that all monies paid to the Association are deposited in a financial institution that is approved by the Board
 - c. Reasoning: The original restricts the Board from taking advantage of local, convenient, or varied institutions. Phrase "Makes Sure" enhanced.
 - d. Q: What do you consider as local and convenient? A: We cannot use financial institutions such as Servus or First Calgary, where we can get better services for less cost.
 - e. **Moved** by Bill Kirk that By-Law 5.6.2 d. be amended to the wording "Is responsible to ensure that all monies paid to the Association are deposited in a financial institution that is approved by the Board." Seconded by Bruce James. **Carried**
5. Reports and Audited Financials
 - a. Capital Expenditures Committee Report, Stefan Zanon – see Report
 - i. Q: What would the expansion entail? A: There are different possibilities. One is building a whole new large room. Another is simply splitting the Panorama room with a divider. There is another option that has only small changes. Building up does not seem to be an option. The expansion was proposed as 3 increasingly large footprints and expenditures, from reworking the internal arrangement to adding a new room to the North.
 - b. Human Resources Committee Report, Stefan Zanon – see Report

- c. 2nd Vice President’s Report, Elaine Scobie – see Report
 - d. Governance Committee Report, Bill Kirk – see Report
 - e. Area Planning Report, Bill Kirk – see Report
 - f. ELM Committee Report, Jo-Ann Wither – see Report
 - i. Q: Regarding the Top of the Hill landscape feature, can we not strike a deal on an annual basis with property owner to landscape this area? A: Because it is on private property, neither the city nor ELM can make changes.
 - ii. Q: ELM is up for renewal in 2020. What process will be followed? Do we need to re-canvass Edgemont? A: We will be starting the information process starting with the August newsletter. There will be a full 3 months of informing the homeowners. There will not be another canvassing required unless there is a “no” vote that prevails at the 5 year reaffirmation vote. It will take place later in the fall. The reopening of the ECC will be involved with when the vote can take place.
 - g. Communications Committee Report, Elspeth Kirk – see Report
 - h. Programs Committee Report, Connie Boucher – see Report
 - i. Disc Golf Report, Brett Plaizier – see Report
 - i. Q: What type of environmental assessment is required as the course is on top of the reservoir? A: Every application of this sort must pass through many city departments including parks, water services, utilities & environmental, community services and transportation, so the design gets a thorough vetting.
 - j. Volunteer Coordinators’ Report, Jeff Edwards – see Report
 - i. Q: How many volunteers do we have? A: Approximately 300
 - k. President’s Report, Paul Clark – see Report
 - l. Audited Financial Statements, Terry Meiyeppen – see Attachment
 - i. Q: The general revenues (excluding ELM) seem to have remained flat for a number of years, yet there seems to be a significant increase in salary costs...could the board explain their reasoning behind this? A: Refurbishment of the community centre will hopefully enhance revenues, going forward.
 - ii. **Moved** by Terry Meiyeppen to accept the Financial Statements for the Edgemont Community Association for fiscal year end December 31, 2019 as presented by the Board. Seconded by Bill Kirk. **Carried**
 - iii. **Moved** by Terry Meiyeppen that the Edgemont Community Association appoint an auditor engaged through the Federation of Calgary Communities for our annual audit for fiscal year end December 31, 2020. Seconded by Bruce James. **Carried**
6. Election of the Board
- a. Nomination Committee Report, Rick Wierzbicki – see Report
 - i. Nomination policy revised to comply with direction of membership:
 - 1) Nominations from floor accepted
 - 2) Nominees must have 20 percent support from membership in attendance
 - 3) Directors are elected for a two year term
 - ii. Directors returning for 2nd year of 2-year term:

- 1) Connie Boucher
- 2) Bruce James
- 3) Bill Kirk
- 4) Elspeth Kirk
- 5) Brent McConnell
- 6) Terry Meiyeppen
- 7) Brett Plaizier
- 8) Elaine Scobie
- 9) Rick Wierzbicki
- 10) Jo-Ann Wither

iii. Thank you to Directors who have retired or are retiring:

- 1) Paul Clark
- 2) Stefan Zanon
- 3) Julia Benson
- 4) John Wither
- 5) Glenda Marr

iv. Members standing for 1st year of 2-year term:

- 1) Min Cao
- 2) Anil Garg
- 3) Scott Thompson
- 4) Pam Wilson
- 5) Vishal Dalal

v. No nominations were made from the floor.

vi. All 5 nominees voted to the Board.

7. Adjournment: **Moved** by Rick Wierzbicki that the meeting be adjourned. 8:55 p.m.

8. Attachments

- a. Capital Expenditures Committee Report
- b. Human Resources Committee Report
- c. 2nd Vice President's Report
- d. Governance Committee Report
- e. Area Planning Report
- f. ELM Committee Report
- g. Communications Committee Report
- h. Programs Committee Report
- i. Disc Golf Report
- j. Volunteer Coordinators' Report
- k. President's Report
- l. Audited Financial Statements
- m. Nomination Committee Report

AGM New Capital Committee Report

Chair: Stefan Zanon

Committee Members: Terry Meiyeppen, Jo-Ann Wither

In late July of 2019, renovations at the Edgemont Community Centre (ECC) were initiated by the interim GM Sheldon Kingcott and continued into September. These projects included interior painting, new flooring, office renovations, new equipment, renovations to 5 washrooms, parking lot repairs, and patio lighting replacement. The majority of this work was covered by CCG grants and AGLC funds.

One item that has planned for 2019 but has been delayed, is the replacement the of ECC sign on the hill below the centre and Edgemont School that is visible on Edgemont Boulevard. The plan was to replace the current sign with a new digital sign that would provide an additional means of communicating to the public. This project has been delayed as changes were required to the licence of occupation certificate (LOC) for the ECC and we were informed on June 15th that the change was denied. This project will now need to be reviewed to see if an alternate location could be used. If a new location is chosen, an update will be provided to the community on what the new sign will look like, restrictions on use, and to obtain any comments or feedback.

Another important project that was completed in 2019 was the replacement of the boards and mesh at the community hockey rink. The previous boards did not perform as expected and the damaged areas were a safety concern. Thank you to the board and community members who lead this project and for the ongoing support to make this a great benefit to the residents of Edgemont.

The final project that was completed in the past year was an assessment of future changes that could be made to the ECC. The first step in this process was to have a feasibility assessment performed on the ECC to investigate the options available. The process started by identifying the possible future needs of the ECC and dividing these into two categories: must haves and nice to have. This list was sent to four service providers and proposals were provided for a feasibility study of the ECC. The proposals were ranked and the top two providers were asked to submit updated proposals that focused on assessing the potential of expanding the existing building, any regulatory or engineering restrictions to expanding the building, and to provide a high level cost estimate (class 5) for the renovation or renovations, which could be done through a staged process.

After reviewing the second round of proposals, Gibbs Gage was awarded the contract with the work to start in early 2020. Through a collaborative process and several iterations, a final design was developed that could be accomplished in two, or more, stages that would provide more flexibility in rental space and provide the potential for additional revenue. The first stage focused on making changes to the existing building and the second stage focused on expanding the building to provide additional rental space. The draft report has been completed but due to restrictions caused by COVID-19, the final presentation by Gibbs Gage has been delayed.

Once the project has been finalized, it will move into the community and stakeholder engagement phase for comments and feedback. This first step would provide the vision for the future of the ECC and over the next few years a detailed plan would be developed with the support of the community. This

long-time horizon, with construction starting in 2024/25 at the earliest, would provide the ECA multiple years of fundraising to contribute to the renovation costs.

I would like to thank Gibbs Gage for their support of the ECA and community of Edgemont.

AGM HR Committee Report

Chair: Stefan Zanon

Committee Members: Elaine Scobie

At the September 16th 2019 board meeting, an Ad-Hoc Human Resources (HR) committee was established. The focus of this committee was to lead the recruitment process for a new general manager (GM) and to establish the terms of reference for a Human Resources standing committee.

The recruitment for the GM position was time sensitive as the board desired a new GM to be in place for early December of 2019 to allow some overlap with the interim GM to facilitate knowledge transfer. The GM role was posted to several job boards and websites in early October with a closing date of October 25th. There was strong interest in the position with over 140 candidates submitting resumes. This diverse pool of candidates was initially screened by the interim GM and 25 candidates were identified based on past experience and pay expectations. These 25 candidates were screened and ranked by the Ad Hoc HR committee and 10 candidates were selected and contacted for interview.

First round, 25-minute interviews were conducted on the week of November 4th and based on the results of these behavioral questions, three candidates were selected to progress to the second stage. In the second, 45-minute interview, candidates were asked to present their communication strategy for community engagement and to outline their first 90 days in the role with a focus on identifying top priorities. These interviews were held on November 14th and 17th, and based on these results, there was unanimous agreement by the interviewers on the recommended candidate.

The results of the recruitment process were presented at the November 18th, 2019 board meeting. The recommended candidate accepted by the board and a motion was passed to proceed with an offer and was accepted. The new GM, Tracy Brooker, was able to spend some time with the interim GM in December of 2019 and then started her role as GM in January of 2020.

The terms of reference for the HR Committee were developed and presented to the board at the November 18th, 2019 board meeting. The board approved the terms of reference and the HR Committee was formed as an active advisor to the board to investigate and provide guidance and recommendations to the on matters relating to human resource, compensation, and continuity of senior management.

The focus for the HR committee in early 2020 shifted to the development of draft goals for the GM with measurable objectives for use in the performance. Draft goals were developed that focused on improvements to the rental process and income, operational procedures and policies, and communication and adherence to the 2020 budget. These draft goals were presented to the board but were not adopted as the Covid-19 pandemic changed the focus of the board as the ECC was closed and significant changes were made to staffing.

I would like to thank all of the directors who helped in the GM recruitment process and in the development of the terms of reference for this committee. I would especially like to recognise the support of Keith McLeod, an ECA member, for his significant time and contribution to this committee.

Second VP

ECA BoD

May 2019 – June 2020

My board position this year has been Second Vice President, but my job description includes helping out on various committees and projects, as needed.

I continued to work with the Edgemont Networking Group, a committee of the ECA board. The work this group does brings me huge satisfaction in building connections within our community. Breakfast Club and Christmas Hampers are under this umbrella, as are 1World, and Good Food Boxes. Projects undertaken by our team during the CoVid chaos include **keeping** the Good Food Box program going, creating a resource list which has been widely shared across many communities, and the Hampers on Hand program in conjunction with the ECA Volunteers group. Thank you to all involved in these efforts to relieve the stresses of the pandemic in our community, especially Lois Uptigrove, Jeff Edwards, Deirdre Harris and Barb Elms.

I've also helped on the Finance, Communications, HR and Governance Committees. Rick and I were asked to lead the planning for a community celebration of ECA's 40th anniversary. We've largely given up on plans for a party, but we've got some great ideas for a legacy project.

Problems with some of the materials used in the 2017 rink update began to show up and so the project that never ends was back on my 2019 TO DO list. With support from the City Capital Conservation Grant and Casino funds the faulty materials were replaced and we had a great skating season this Winter.

Looking forward, there are still too many variables beyond our control to make firm plans. At the time that CoVid derailed life as we know it, we were working on a Youth Fair, a joint effort of ECA and our 3 community schools, Edgemont, Mother Mary Greene and Tom Baines. Hopefully we will get back to a place where that's a possibility again.

Now that we've refined using ZOOM for meetings, and the AGM is underway, I'll be continuing to work on my TO DO list. Here's hoping that the Special General Meeting and the Craft Sale for the Fall can be real gatherings and that we'll see you there!

Elaine Scobie

ECA Governance Standing Committee 2019-2020

Chair: Bill Kirk

Committee Members: Elaine Scobie, Bruce James, Keith McLeod

The ECA Board reinstated a Governance Standing Committee (GSC) in October 2019. The key focus of the GSC was to review the current bylaws and propose changes to the Board. Not for the first time you will hear that COVID 19 got in the way of membership involvement with this process. The proposed Bylaw amendments were ratified by the ECA Board in early March and the bylaws were posted on the ECA website for members to review. Because of the unique circumstances of an electronic AGM, the Board decided that a Special General Meeting would be called, sometime after this AGM, in order to deal with the bulk of the Bylaw Amendments. Only one of the Bylaw changes is proposed at this 2020 AGM because the Board agreed with the Finance Committee that more flexibility in selecting the services a Financial Institution is very desirable.

It has been proposed, and the Board has endorsed, that the GSC will continue with Bylaw amendments and creating or streamlining the Board Policy and Operations Manuals.

The GSC is composed predominantly of Board Directors who are represented here tonight. Elaine, Rick, Bruce, Paul – John Wither before he left the Board. As Chair of the GSC, I thank them for their contribution. The GSC would especially like to single out Keith McLeod, an ECA public Member, for his insight and support in the past months. To all of you here, I am sure that the GSC will be looking for contributions from ECA Members in the coming year. If Board Governance is your interest, please step forward!

Thank You

Bill Kirk

ECA Area Development Committee

Chair – Bill Kirk

The City of Calgary has a Development Permit process for residents when they apply for any kind of change of use concerning their property. The ECA Board has agreed to re-form a small group to address these “Development Permits” (DP’s) from a Community point of view. The Board is neutral on the DP’s themselves and comments of the identified or presumed impact of these developments on the affected neighbours as well as the Edgemont Community.

Recently, there have been a significant number of Secondary Suite applications but these DP’s can range from changes of use in a Commercial establishment to signage and home based business applications.

If you, as an ECA Member, have expertise in this area, your input would be most welcome.

Thanks

Bill Kirk

2019 ANNUAL ELM REPORT FOR AGM

Chair Jo-Ann Wither

Committee Members: Rick Wierzbicki, Helen Campbell, Susan Roelofs, Barb Elms

PROFESSIONAL HELP

On the advice of the City of Calgary we hired an outside consultant with many years experience with commercial landscaping, displays, contract experience, financial experience with commercial contractors and has an excellent rapport with the City departments that ELM is involved with. This is to help with continuity, stability and protection of the program and the tax levy budget. Leaving the ELM tax levy budget to ever changing board volunteers is considered a liability as it leaves it open to mismanagement.

We hired KIK Consulting (Sheldon Kingcott) to assist with the monitoring of the ELM program. Sheldon assists the ECA with the requests for performance for hiring the ELM landscape contractor and assists with negotiating the annual landscape budget for approval by the ECA Board of Directors. He monitors the work being done by our landscape contractor, (Able Landscaping), monitors the schedules for mowing, planting, watering and over all maintenance. He also monitors the contractors invoices and reconciles them with the ECA ELM Director and the approved budget.

RESULTS

The results of working with our consultant produced a distinctive improvement in all areas of the program. Our displays were done commercially and improved in colour mixtures, volume, flower choice, types of materials used and spacing in the planters and flower beds. We had a very successful presentation overall with plantings and the maintenance of the community in 2019. This resulted in a very large increase in positive comments about the ELM program than in previous years.

PROJECTS

Enhancements for 2019 included rebuilding of the Ribbon Bed at the corner of Edgevalley Dr and Edgemont Blvd with a retaining wall and a paved curb to help improve the maintenance of the area.

We added a retaining wall to support the hillside garden bed in front of the new Edgemont entrance sign at the corner of John Laurie Blvd. and Edgemont Blvd.

We added a new 4 tiered garden bed on Edgemont Blvd at Edenwold Dr. to enhance the intersection which has a problematic feature in the southeast quadrant. The feature is the "Top of the Hill" signage which is on private property and therefore is not supportable for maintenance or enhancement under the ELM program.

We rebuilt, resized and added new garden beds in different parks as needed.

WATERING

We initiated and paid for irrigation in all the parks the City allows us to water and initiated the water features to be turned on.

ELM also pays for supplemental watering of the planters and garden beds on a scheduled basis

SHRUB BED AND TREE WELL MAINTENANCE

The City requires that ELM maintain the City green space shrub beds and City green space tree wells. Many shrub beds have been cut down close to the ground to allow for healthy rejuvenation as per the City requirements. The plan is to address the rejuvenation and pruning on a 1/3,1/3,1/3 cycle which will include pruning, edging, new mulch and cutting back for rejuvenation purposes. Tree wells will be edged, cleaned out and in cases where mulch does not hinder the health of the roots we will add new mulch.

Pruning and cutting back is done in late fall and throughout the winter when the shrubs are in their dormant stage.

PLANTERS

After many complaints from residents about the look of the white rectangular planters and the difficulties the contractors experienced with them drying out too quickly we made a decision to replace them with planters matching the existing black aggregate planters. Residents felt that the aggregate looked better in our community and the white was just too stark and modern. Due to a 5-6 month construction period for the planters they had to be ordered early enough for delivery at the end of May 2020.

The existing white planters will be removed from their pads after the seasonal displays are removed and sold to help supplement the cost of the new planters.

SEASONAL DISPLAYS

Our seasonal displays were done by Edenscapes and were a spectacular addition to our community over the winter months. We were able to increase the number of displays in the highly visible areas for the 2019 season. We received so many positive comments which we passed on to Edenscapes.

ELM saves and reuses about 45-50% of the products used in the displays each year. Fresh products are recycled. Unfortunately we had some theft of our reusable products from our seasonal displays and these will have to be replaced in 2020.

Please notify askleaf@edgemont.ab.ca if you notice anyone removing any products from our summer displays, garden beds or from our seasonal displays. Any pictures of people or licence plates are always helpful.

CITY OF CALGARY

The City of Calgary hired a new full time person to oversee all the ELM communities in the City. We spent many hours documenting and meeting with Pam Taylor and Sheldon David (previous ELM co ordinator) discussing where the program started 4 years ago and how much everything has improved going into year Five. Edgemont is the largest ELM community in the City. The City is very pleased with the ELM program in Edgemont and is using our community as the example for other ELM communities as to what can be accomplished with proper over site and proper co ordination with all involved parties.

2019

During the months of Nov and Dec the ELM team does a review of the year and make decisions on what we need or want to address in the following year (2020). During our annual ELM Green Space Open House we receive suggestions from our residents and take these suggestions into consideration for our annual plan.

Maintenance requirements for 2020, infrastructure replacements (new planters) planter sales, any flower bed improvements, shrub bed improvements, IPM for noxious weeds as well as pocket gopher control, consulting services and a new 2 year contract with Able Landscaping for continuity. Our 2020 plant and planter orders are completed and submitted by Dec 2019. All of our plants are grown over the winter months for delivery the first week of June.

We will meet with the City to discuss how and when the required 5 year ELM reaffirmation vote is to take place later in 2020.

The City of Calgary mandated that all ELM communities spend all of their monies up to 95% of allotted funds each year. Edgemont was caught with more than the allotted funds at the end of 2018 due to maintenance that could not be completed and designated projects not able to be started due to a very early start to winter. The monies carried over into 2019 were used to catch up with the unfinished 2018 maintenance and enhancement projects. We are proud to say at the end of 2019 we were right on target and used up all but the 5% required to cover any unforeseen expenses occurring before the start of the 2020 program.

The City is pleased that we are well organized, well managed, stayed on budget and our financial records match to the penny with the City of Calgary's Edgemont ELM tax levy financial audit.

SUMMARY

We consider 2019 a banner year. All projects were completed. We maintained excellent relationships with the City Departments and our contractors, completed all the infrastructure purchases, overcame any challenges we had with due diligence and City support and we have managed to make all these improvements and changes to our community each year with careful management of the budget and without having to raise the tax levy. Our financial report balances with the City.

The response has been overwhelmingly positive to the improvements that the ELM program has been able to carry out in our community.

COMMUNICATIONS COMMITTEE REPORT TO THE AGM 2020

Chair: Elspeth Kirk

Members: Brett Plaizier, Connie Boucher, Keith McLeod, Laura Ballerini

The purpose of the Communications Committee is to:

1. Steward the selection, implementation, maintenance, and continuous improvement of tools and processes to carry out effective 2-way communications within and between the Edgemont Community Association (ECA) and its various stakeholder groups.
2. Ensure ECA communications are consistent and aligned with the policies and best practices established by the Board of Directors;
3. Support the ECA board in achievement of its objectives through proactive and effective communications with all stakeholders.
4. Develop, review and amend policies

Primary tools for communication include:

1. ECA Web site, including e-commerce provisions
2. Newsletter (hardcopy and e-copy)
3. Email
4. Other social media, including Facebook and Twitter
5. Bold signs

The major undertaking of the Communications Committee this year has been the renewal of the ECA website. Changes that will allow for staff ease of update, online membership purchase and space rentals are just a few of the upgrades expected.

The pandemic and the change in staff at the ECA has set back the selection process somewhat. With the added help of Elaine Scobie, Terry Meiyeppen, Anil Garg and Jan Brigden, the selection committee has narrowed the search to two local companies. Selection is expected to take place early in July with our new website active by the end of the year.

Respectfully submitted

Elspeth Kirk

Programs Committee

Chair: Connie Boucher

Committee Members: Brent McConnell

Your Community Centre offers over 25 programs for all ages from dance, yoga and karate to Ping-Pong, Seniors' Social, Scouts, church groups, stamp collecting and Toast Masters to name just a few.

The newest program offerings at the Centre for this year have been Tai Chi and The Good Food Box Program (GFB) available to all residents. Since November the program has filled more than 350 orders, well over 1,000 pounds of fresh, quality produce.

With the onset of COVID-19 all programs, with the exception of the GFB, have been suspended. Once the Community Centre re-opens we endeavour to continue to offer as many programs as possible following safety protocols, which will mean smaller classes and more time between sessions for enhanced cleaning. New potential offerings may include badminton and Zumba.

The Edgemont Networking Group ([ENG](#)) continues to offer support and assistance in connecting our community with programs and resources provided by various local agencies, while helping to build connections between these agencies, schools and churches.

This year the Programs Committee developed a "Youth Sports Principles" document to clarify the goals of the ECA in offering youth sports opportunities and to serve as a basis for the types of programs we offer. These broad principles are:

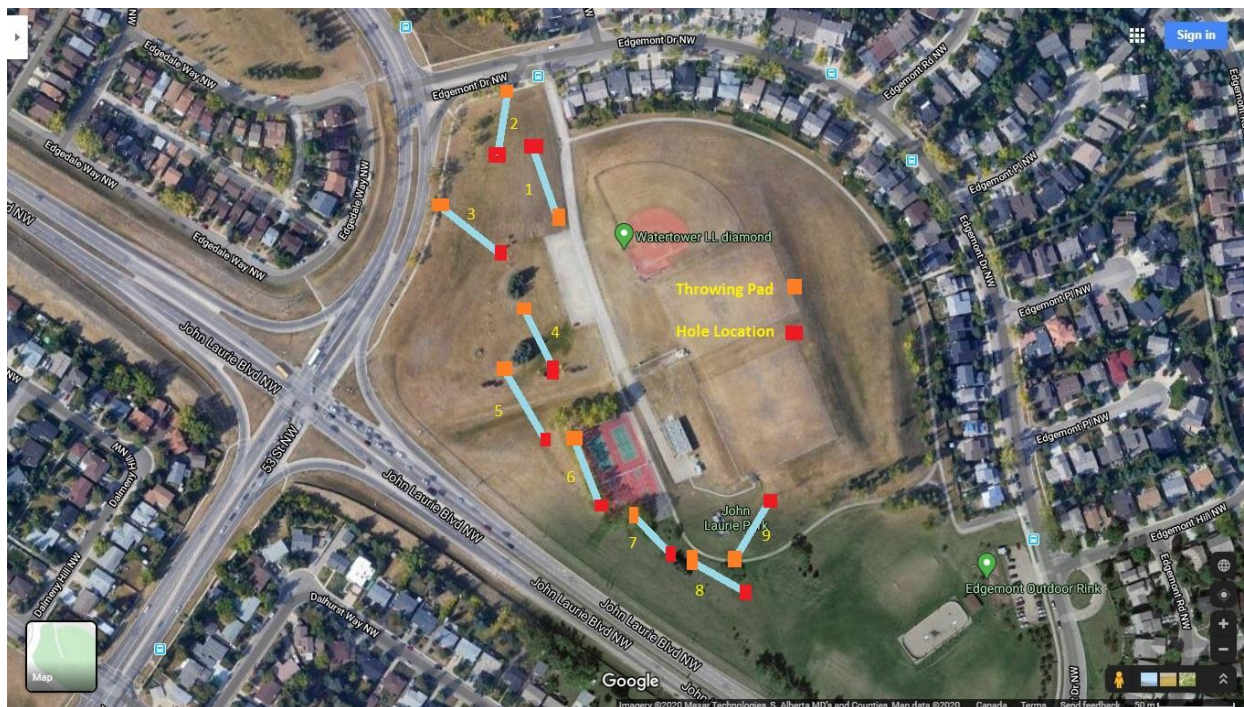
- Fair Play and Fun
- Respect
- A safe and inclusive environment
- Being Active and Staying Healthy
- Community Engagement and Giving back

A copy of this document can be found in this file. We hope to expand upon this to cover a wider range of topics, such as safety, and other age groups.

Connie Boucher

Edgemont Disc Golf Course Update

Chair: Brett Plaizier



The Edgemont Disc Golf Committee (“EDGC”) has been conducting tours of the proposed Disc Golf Course located at the top of John Laurie Park for the past two months. We have received a lot of input on the original course design and, based on feedback from Edgemont residents, the disc golf course has been redesigned, making the majority of the course a safe distance from homes, pathways, playfields and roads.

As of the time of publication, the redesigned course has been submitted to the City for approval in principle. Once the city responds, the new design will be staked to allow residents to tour and play the course. We will continue to gather feedback from residents throughout the summer and fall which will be presented at an open house when the Edgemont Community Centre is allowed to open.

Please look for the sandwich board, to be located in the paved parking lot in John Laurie Park, describing the course layout, rules of the sport and a way to provide feedback on your thoughts of the proposed course. EDGC feels that this project could be a great benefit to the community of Edgemont and look forward to engaging with residents.

Once approved in principle by the City of Calgary, the entire project is subject to comprehensive community consultation and there is no formal go ahead until they are satisfied that this process is fully completed. If the course does get final approval, the earliest a permanent course could be built would be sometime next year.

Disc golf is played much like golf but, instead of a ball and clubs, players use a flying disc or Frisbee. A golf disc is thrown from a throwing pad to a target, which is the "hole." The hole can be one of a number of disc golf targets; the most common is an elevated metal basket. As a player progresses down the fairway, he or she must make each consecutive throw from the spot where the previous throw landed. The trees, shrubs and terrain changes located in and around

the fairways provide challenging obstacles for the golfer. Finally, the "putt" lands in the basket and the hole is completed.

Disc golf is designed to be enjoyed by people of all ages, gender identity and economic status, making it a great lifetime fitness activity. Because disc golf is so easy to learn, no one is excluded; players merely match their pace to their capabilities. It's a family friendly activity that promotes physical activity. There is no need to join a league or pay for costly fees. Once the course is built it is free to play.

The EDGC envisions a small executive-style, par 3 course in Edgemont. The course will be unique to Calgary, as most other courses are designed for a higher level of ability. It will be less difficult and beginner friendly to encourage new players and family participation

The cost to build the course is a grassroots effort, which will hopefully be supported through multiple sources and will be secured through grants and fundraising efforts. Once a course is built it requires basically no additional maintenance costs.

If you have a passion for community, working with your neighbours, wanting to make new friends or just love playing disc golf you are welcome to participate in the Edgemont Disc Golf Course project. Please contact Brett Plaizier at brett@edgemont.ab.ca for more information.

A REPORT FROM YOUR VOLUNTEER COORDINATORS, LOIS UPTIGROVE & JEFF EDWARDS

What a year this was! It began with several new programs and ended with a pandemic. The volunteers in Edgemont have been hopping the whole time. Again, it was an honour again to coordinate so many amazing volunteers in our neighbourhood. Here are some of the things volunteers were involved with this last year (2019-20) in Edgemont:

- ^{New!} Good Food Boxes – many deliverers of fresh fruits and vegetables from Community Kitchen Calgary (a monthly order & pick up for ALL; no income test. Back at ECC in Fall.)
- ^{New!} Hampers on Hand – a unique Edgemont initiative for local food support.
 - Many helped. Residents gave and received. We connected as a community!
- ECA Clean-up 2020 re-imagined – Volunteers collected trash all over Edgemont.
 - Storm-drain clearing – gutters were cleared!
- Family Skating Party in January – volunteers offered face-painting and refreshments
- Wednesday Morning Breakfast Club – volunteers feed needy children before school.
 - This has a huge number of volunteers and donating organizations.
 - Wednesday Lunches – volunteers arrange lunch for these kids in the summer
- Christmas hampers, sorting, wrapping and delivery – many local families helped again!
- ECA Winter Craft fair – powered by volunteers and Scouts collected food donations
- Snow Angels – volunteers again shoveled walks for several neighbours this winter
- Ice Rink – several volunteers repaired, flooded and cleared the rink this winter
- Youth Press – a number of teens continue to do articles for the Inside Edge
- ELM & beautification team – volunteers manage landscaping and report 311 concerns
- Volunteering happens all the time for sports, arts, boys/girls clubs, & cultural activities
- 1World multi-cultural celebration – a huge group of volunteers of all kinds
- Edgemont Networking Group – reps from schools, agencies, local churches, businesses
- Sense of Community action team – planning for community events
- Edgemont Garden Group – Breakfast Club garden is underway again
- Mother Mary Greene Community Garden – compost initiative
- ECA Board of Directors – all volunteers with many significant administrative roles
- Friday Mornings – Calgary Food Bank hampers delivered by Edgemont volunteers

Thank you again Edgemont volunteers! You have indeed been loving your neighbours.

Questions or comments are welcome to volunteers@edgemont.ab.ca.

Respectfully submitted on May 28, 2020.

Jeff Edwards & Lois Uptigrove
Edgemont Volunteer Coordinators
volunteers@edgemont.ab.ca

President's Report

2020 AGM

This being my last AGM as president has allowed me to reflect on my past four years as an ECA Board member and 26 years living in Edgemont. A good way of taking stock is to review progress we have made with our long range objectives which support our ECA Vision 2025. For background, our vision and supporting strategy were initiated by an earlier board in 2017 and have been a guiding light in setting direction since then. The following are highlights from our journey.

Our objective to maximize the benefits of our assets has led to the major refurbishment of our Community Centre. From the split rail fence to floor replacement to paint, the Centre has a fresh look. We now have a long range plan for even more improvements and potential expansion.

Continued beautification of the common areas of our community has been a significant objective. This has been a major undertaking and we are now entering the fifth year of the LEAF, now ELM, Program. The results of the program speak for themselves. Our community is one of the best looking in the City. This year promises to be the best ever and our stellar group of volunteers plus contractor need to be congratulated. Another part of this objective has been to maintain and upgrade signage. Much effort has been put into developing a strategy to do so. The highlight has been the replacement of the destroyed sign near John Laurie and Edgemont Blvds. with a new larger version highlighting one of the major entrances to our community. Work is underway to install a new electronic sign just below the Community Centre.

Another objective has been to revamp our communication channels. The major initiative here is the upgrading of our website with expanded capabilities and related electronic communication systems. At this time we are in the final stages of securing a new service provider. We are also developing a communication strategy to better meet community needs.

Our objective to expand programs and special events continues to bear fruit. A source of significant input has been the community wide survey held two years ago. Our special events have become "looked forward to" and we are seeking new opportunities. The COVID-19 crisis has put a temporary delay in our plans. One upcoming event of significance is our 40th Anniversary and plans are underway for a wonderful celebration hopefully in September.

We have another objective in place to support volunteerism in our community. This is built off an already in place strong volunteer base. We have strengthened relationships with groups or organizations currently active. As a Board we have encouraged participation of community members on our various committees and benefitted from their participation. We have also recognized very active members as "community builders" in appreciation for their efforts.

As always there are improvement areas. One of our objectives has been to significantly grow our membership base. Here we are seeing only limited results. We need to do a better job of promoting the features and benefits of membership. One straight forward way is to make becoming a member or renewing membership an easier process. A feature of our new website will be the ability to do this online.

A final objective to review is our need to build stronger partnerships with external entities and benefit from leveraging with them. We have strong relationships in place with the City of Calgary and the Federation of Calgary Communities. We have also reached out to neighbouring community associations to share learnings and opportunities. Relationships with our local education institutes, and in particular our in-house partner, Edgemont School, are strong. We are also pleased that Mother Mary Greene School is now engaged with us.

Although not stated as an objective, we have significantly advanced our operational capability to deal with an ever more complex community environment. The major accomplishment here has been the installation of a General Manager (GM) to run operations under the direction of your Board. At present the position is vacant as our previous GM, Tracy Brooker, has moved on. We wish Tracy well and thank her for her contribution.

In closing, I want to thank all those who have what I have just shared possible. I have made many friends over my terms on the Board and strengthened my belief that Edgemont is the best community in which to live and thrive. Again I wish the new Board the best as our journey to reach ECA Vision 2025 continues.

EDGEMONT COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS (Audited)

DECEMBER 31, 2019

EDGEMONT COMMUNITY ASSOCIATION

DECEMBER 31, 2019

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EDGEMONT COMMUNITY ASSOCIATION
STATEMENT OF FUNDS
(Audited)

As at DECEMBER 31, 2019

ASSETS

	2019			Restated 2018
	Unrestricted	Restricted	Totals	Totals
CURRENT ASSETS				
Cash and cash equivalents (Notes 3 & 4) \$	17,476	185,999	203,475	\$ 853,427
Short term investments (Note 5)	615,818	5,077	620,895	202,650
Accounts receivable	10,438	2,625	13,063	3,013
GST receivable	11,910	-	11,910	949
Prepaid expenses (Note 12)	9,398	-	9,398	8,300
	<u>665,040</u>	<u>193,701</u>	<u>858,741</u>	<u>1,068,339</u>
PROPERTY AND EQUIPMENT (Note 6)	792,490	-	792,490	679,004
	<u>\$ 1,457,530</u>	<u>193,701</u>	<u>1,651,231</u>	<u>\$ 1,747,343</u>

LIABILITIES AND FUND BALANCES

CURRENT LIABILITIES				
Accounts Payable and Accrued Liabilities \$	31,626	-	31,626	\$ 32,326
Payroll taxes payable	8,079	-	8,079	6,019
Damage deposits	14,135	-	14,135	971
Deferred Revenue	17,090	-	17,090	8,190
Deferred Cash Contributions (Note 4)	-	188,624	188,624	288,777
	<u>70,930</u>	<u>188,624</u>	<u>259,554</u>	<u>336,283</u>
DEFERRED CAPITAL CONTRIBUTIONS (Note 7)	610,844	-	610,844	514,324
	<u>775,756</u>	<u>5,077</u>	<u>780,833</u>	<u>896,736</u>
FUND BALANCES	\$ 1,457,530	193,701	1,651,231	\$ 1,747,343

APPROVED ON BEHALF OF THE BOARD OF DIRECTORS

Paul Clark ^{PRESIDENT} Director
K. M. Devine Director

See Notes to the Financial Statements

EDGEMONT COMMUNITY ASSOCIATION
STATEMENT OF CHANGES IN FUND BALANCES
(Audited)

For the Year Ended DECEMBER 31, 2019

	Unrestricted	Restricted	2019 Totals	2018 Totals
Fund Balances, per 2018 audit	\$ 682,641	202,650	885,291	970,901
Prior year adjustment (Note 14)	11,445	-	11,445	11,445
Adjusted 2018 net assets	694,086	202,650	896,736	982,346
Transfer of Funds	197,573	(197,573)	-	-
Increase (Decrease)	(115,903)	-	(115,903)	(85,610)
Fund Balances, End of the Year	<u>\$ 775,756</u>	<u>5,077</u>	<u>780,833</u>	<u>896,736</u>

See Notes to the Financial Statements

EDGEMONT COMMUNITY ASSOCIATION
STATEMENT OF OPERATIONS
(Audited)

For the Year Ended DECEMBER 31, 2019

	2019	2018
REVENUE		
ELM revenue (Note 16)	\$ 694,804	\$ 594,900
General rentals	244,816	260,752
Casino contributions (Note 9)	86,401	660
General programs (Note 8)	40,146	21,017
Grants (Note 13)	38,225	1,900
Miscellaneous	14,400	480
Interest earned	8,235	9,009
Food security	6,403	4,637
Memberships	3,869	2,780
Vending machine	2,181	3,263
Fundraising/user fees	1,037	8,842
Insurance proceeds	-	38,000
	\$ 1,140,517	\$ 946,240
EXPENSES		
ELM expenses (Note 16)	694,804	594,900
Salaries, benefits and contract labor	212,255	181,963
Repairs and maintenance (Note 10)	120,740	47,938
General programs (Note 8)	48,402	29,057
Cleaning	22,210	27,454
Audit, legal and other professional fees (Note 15)	22,018	28,967
Office and administration	21,272	18,377
Utilities	19,150	18,804
Insurance	9,154	7,491
Advertising and community relations	6,023	9,274
Food security	5,925	6,009
Write off of property and equipment	5,850	-
Bank and credit card charges	5,067	4,325
Vending machine	661	2,169
Donations	550	528
Catering and rent	487	488
	1,194,568	977,744
Decrease in funds before amortization	(54,051)	(31,504)
Plus: Amortization of deferred capital contributions (Note 7)	45,648	34,145
Less: Amortization expense	(107,500)	(88,251)
Deficiency of funds	\$ (115,903)	(85,610)

See Notes to the Financial Statements

EDGEMONT COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOWS
(Audited)

For the Year Ended DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Cash generated by (used in):		
OPERATING ACTIVITIES		
Deficiency of funds	\$ (115,903)	\$ (85,610)
Charges not affecting cash outlay:		
Amortization	107,500	88,251
Amortization of deferred capital contributions (Note 7)	(45,648)	(34,145)
Changes in non-cash operating working capital:		
Accounts receivable	112,152	34,725
GST receivable	(10,961)	(446)
Prepaid expenses	(1,097)	(1,454)
Accounts payable	16,105	(29,006)
Damage deposits	13,164	7,978
Deferred revenue	8,900	3,992
	<u>84,212</u>	<u>(15,715)</u>
INVESTING ACTIVITIES		
Building	(122,675)	(21,671)
Ice Rink	(39,523)	-
Signage	(46,566)	-
Equipment	(8,531)	4,948
Computers	(6,800)	-
Planters and beds	(11,635)	-
Investments	(418,245)	92,768
	<u>(653,975)</u>	<u>76,045</u>
FINANCING ACTIVITIES		
Deferred capital contributions (Note 7)	142,168	13,198
Deferred cash contributions	(222,357)	105,078
	<u>(80,189)</u>	<u>118,276</u>
Increase (decrease) in cash and cash equivalents	(649,952)	178,606
Cash and cash equivalents, beginning of the year	<u>853,427</u>	<u>674,821</u>
Cash and cash equivalents, end of the year	<u>\$ 203,475</u>	<u>\$ 853,427</u>
 Consisting of:		
Cash and cash equivalents, unrestricted (Note 3)	\$ 17,476	\$ 564,650
Externally restricted cash and cash equivalents (Note 4)	<u>185,999</u>	<u>288,777</u>
	<u>\$ 203,475</u>	<u>\$ 853,427</u>

See Notes to the Financial Statements

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

1. DESCRIPTION OF OPERATIONS

The Edgemont Community Association ("the Association") was registered with the Province of Alberta under the Societies Act as a not for profit organization on March 13, 1980 and is exempt from income taxes under section 149 (i) (l) of the Canadian Income Tax Act.

The Association provides recreation, other facilities and advocates on behalf of the community.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared according to Canadian accounting standards for not-for-profit organizations, of which the most significant policies are:

(a) Accounting

The Association's financial statements are prepared according to the deferral method of accounting for externally restricted funds. The statements consist of:

Unrestricted Funds
Restricted Funds

The unrestricted funds represent funds, which the Association receives from general business operations and includes assets and liabilities and revenues and expenses associated with these funds.

The restricted funds include both internally and externally restricted funds. Internally restricted funds are cash resources, which the Association's board of directors restricts for building maintenance and expansion. Externally restricted funds are unspent casino and grant funding.

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

(c) Revenue Recognition

Unrestricted revenue is recorded according to the accrual method, where revenue is recognized when received or reasonable assurance is given, that it is receivable.

Externally restricted cash is recorded according to the deferral method, where revenue is recognized, when the related expense occurred.

(d) Property and Equipment

Property and equipment over \$500 are recorded at cost and amortized on a straight line basis at the following rates:

Community facility	25 years
Ice rink facilities	25 years
Furniture and equipment	10 years
Planters and beds	10 years
Website	8 years

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Contributed Services

A number of volunteers spent a significant number of hours to deliver the Association's programs. Due to the difficulty of quantifying these hours, a financial value has not been set up in these financial statements.

(f) Financial Instruments

Measurement of Financial Instruments:

The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at cost or amortized cost. Changes in fair value of these financial instruments are recognized in net income. Financial instruments measured at amortized cost include cash, accounts receivable and accounts payable.

Financial Risk:

It is management's opinion that the Association is not exposed to significant interest, currency, price, market or credit risks arising from these financial instruments.

(g) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the statement of financial position date and the reported amounts of revenues and expenses for the periods covered. The main estimates relate to the collectability of receivables, the useful life of property and equipment and the amounts recorded as accrued liabilities.

(h) Donations in-Kind

Donations in-kind are recorded at fair market value, if fair market value is reasonably determinable and if the goods and services would have been otherwise purchased in the normal way of operations. In 2018 the data had not been compiled.

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

3. CASH AND CASH EQUIVALENTS, UNRESTRICTED

	2019	2018
Unrestricted Cash and cash equivalents:		
Chequing account	\$ (1,396)	\$ 92,604
Undeposited cash	14,400	-
Savings account	4,242	474,376
Petty cash	230	30
Less: Restricted cash held in general bank accounts (Note 4)	-	(2,360)
	\$ 17,476	\$ 564,650

4. EXTERNALLY RESTRICTED ASSETS / DEFERRED CASH CONTRIBUTIONS

Deferred contributions from casinos represent unspent resources earned from casinos, which are externally restricted for specific expenditures as approved by the Alberta Gaming and Liquor Commission (AGLC). Unspent contributions for specific objectives are restricted according to objectives specified by the contribution provider.

	2019	2018
Casino Chequing accounts	\$ 3,069	\$ 166,436
Casino Savings	107,570	-
ELM bank account	75,360	119,981
Restricted grants held in general bank accounts (Note 14)	-	2,360
Total cash	185,999	288,777
Accounts receivable - ELM	2,625	-
	\$ 188,624	\$ 288,777

5. INVESTMENTS

All investments are internally restricted and are held by Scotiabank.

	2019
General short term guaranteed investment certificate 2.22 % maturing April 24, 2020	\$ 5,077
General short term guaranteed investment certificate 1.58% maturing 29/2/2020	142,461
General short term guaranteed investment certificate 1,72% maturing 1/5/2020	473,357
	\$ 620,895

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net 2019	Net 2018
Building	\$1,620,392	1,122,429	497,963	441,757
Ice rink	363,211	160,466	202,745	184,801
Furniture and equipment	117,990	74,224	43,766	46,596
Website	10,410	10,410	-	5,850
Planters and beds	11,635	1,164	10,471	-
Signage	37,669	4,657	33,012	-
Computers	6,800	2,267	4,533	-
	<u>\$2,168,107</u>	<u>1,375,617</u>	<u>792,490</u>	<u>679,004</u>

7. DEFERRED CAPITAL CONTRIBUTIONS

Externally restricted contributions for the purchase of property and equipment have been recorded as deferred capital contributions and will be amortized and brought into income on the same basis as the related capital asset is amortized and expensed.

	2019	2018
Balance from previous year	\$ 514,324	\$ 535,271
Contributions from casino (Note 9)	38,135	13,198
Contributions from grants (Note 13)	104,033	-
Amortization to income	(45,648)	(34,145)
Balance to next year	<u>\$ 610,844</u>	<u>\$ 514,324</u>

8. GENERAL PROGRAMS

	Revenue	Expense	Net 2019	Net 2018
Gifts in kind	20,255	20,255	-	-
Summer program	\$ 14,210	20,764	(6,554)	3,984
Craft fair	5,580	7,002	(1,422)	2,621
Miscellaneous	101	381	(280)	767
Membership services	-	-	-	(3,665)
Volunteer Appreciation	-	-	-	(835)
	<u>\$ 40,146</u>	<u>48,402</u>	<u>(8,256)</u>	<u>2,872</u>

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

9. CASINO CONTRIBUTIONS

	<u>2019</u>	<u>Restated 2018</u>
Casino Funds, Beginning of the Year (Note 4)	\$ 166,435	\$ 180,342
Casino Revenue	67,704	-
Investment Interest	1,163	-
Payments for Property and Equipment from casino (Note 7)	(38,135)	(13,198)
Bank Charges	(127)	(49)
Casino Funds, End of the Year (Note 4)	<u>(110,639)</u>	<u>(166,435)</u>
Contributed to Operations	<u>\$ 86,401</u>	<u>\$ 660</u>

10. REPAIR AND MAINTENANCE

	<u>2019</u>	<u>2018</u>
Landscaping and snow removal	\$ 26,051	\$ 23,823
Repairs - HVAC	28,326	12,168
Repairs - building and equipment	65,683	8,435
Other maintenance - sign replacement project	89	2,409
Inspection - fire and safety	591	1,103
	<u>\$ 120,740</u>	<u>\$ 47,938</u>

11. LEASE COMMITMENT

The Association has a licence of occupation agreement with the City of Calgary that expires on March 31, 2033. The licence of occupation requires the Association to pay all expenses incurred on the lands and facility including any insurance or maintenance charges, and all taxes which may from time to time be levied.

12. PREPAID EXPENSE

Prepaid expenses consist of insurance.

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

13. GRANTS AND DONATIONS

	2019	2018
Capital Conservation Grant (CCG)	\$ 139,958	\$ -
Contributed to operations	(35,925)	-
Contributed to the purchase of property & equipment	(104,033)	-
Breakfast Club donations		
Deferred from prior year	1,395	2,393
Deferred to next year	-	(1,395)
Contributed to operations - fundraising	1,395	998
City of Calgary - Clean-up grant - recorded as fundraising	300	300
Spent	(300)	(300)
City of Calgary - Ward grant	2,000	1,600
Spent on operations - food security	(2,000)	(1,600)
Total deferred to next year (Note 4)	\$ -	\$ 2,360
Total contributed to the purchase of property and equipment (Note 7)	\$ 104,033	\$ -
Total spent and recorded as grant revenue	\$ 38,225	\$ 1,900

EDGEMONT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

14. RESTATEMENT

It has come to our attention that the estimate for the payable for the Calgary Board of Education (CBE) for utilities for 2018 was over estimated by \$11,445. This resulted in a decrease in payables for 2018 of \$11,445 and an increase in net assets of \$11,445.

15. AUDIT, LEGAL, PROFESSIONAL FEES

	<u>2019</u>	<u>2018</u>
Audit	\$ 7,764	\$ 4,686
Additional audit for prior year	4,647	-
Legal	6,300	19,549
Other professional fees	3,307	4,731
	<u>\$ 22,018</u>	<u>\$ 28,966</u>

16. ENHANCED LANDSCAPING MAINTENANCE

	<u>2019</u>	<u>2018</u>
Reimbursements - City of Calgary	\$ 694,804	\$ 594,900
Expenses:		
Turf, mowing, fertilizing	\$ 206,640	\$ 161,877
Planters and beds	186,755	196,375
Irrigation	134,179	125,965
Seasonal displays	91,126	61,149
Projects	53,458	38,950
Administration and bookkeeping	22,646	12,584
	<u>\$ 694,804</u>	<u>\$ 594,900</u>

17. SUBSEQUENT EVENT

The global COVID-19 pandemic has disrupted economic activities and supply chains. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time. The Association's ability to continue to service its members is dependent on the continued ability to generate revenue and manage expenses.



Board of Directors Nomination and Election Policy

Purpose

To assist the Board in identifying qualified individuals to become Board members. To encourage members to participate in governance so the Board is comprised of individuals of diverse backgrounds with a variety of skills and viewpoints that collectively contribute to effective Board governance while representing the membership.

Composition of Board

The composition of the Board will consist of from 7 to 15 Directors, per the ECA bylaw 5.3.1.

Term of Office

The bylaws provide that Directors are elected for two-year terms and may serve for a maximum of six years; per bylaw 5.3.4. The bylaws intend to establish staggering of elections such that at any AGM there should be about 50% of the desired number of Board numbers being elected at the AGM with the other half not having to stand for election until the following AGM.

Process for Nominations

A. Nominating Committee

The bylaws establish a standing Nominating Committee which is charged with the responsibility to:

- Develop and maintain a succession plan for Board members.
- Prepare a list of candidates for any Director positions that may be vacant.
- Present its board approved nominee(s) recommendations for consideration at the Annual General Meeting.



The size and composition of the Nominating Committee is determined under the bylaws. The nominating committee reports to the board and its recommendations must be approved by the board prior to the AGM.

B. Nomination Process

The Nominating Committee shall, based on criteria established by the Board from time-to-time, prepare a list of candidates through the following process and shall present that list of nominees, in addition to any nominations from the floor, at the AGM for consideration by the Members for election to the Board.

The Nominating Committee will identify the number of Director positions that are required to be filled by election at the next AGM by confirming which current Directors are not required to stand for re-election because their term will not expire until the next AGM and if any directors are retiring from the board before the end of their term.

Directors who were appointed to the Board since the last AGM are required to stand for election. Likewise, current Directors whose term will end at the next AGM must stand for re-election.

A call for nominations will be made to the public and to Members about 60 days prior to the AGM.

All interested parties will be required to submit a "Nomination Package", as determined by the Nominating Committee. All candidates and nominators must be Members in good standing at least 30 days prior to the AGM.

The deadline for submission of Nomination Packages shall be 15 days prior to the AGM, to allow reasonable time for consideration, confirming references if any, preparing the list of recommended candidates, obtain board approval, preparation of information for the AGM, and announcing prior to the AGM. Candidates who are not on the recommended list are still nominated for the consideration of the membership for director positions

Nominations received after the deadline for submission shall be advised to seek nomination from the floor at the AGM if they wish to do so.

As per the traditions of the community association and in conformity with Robert's Rules of Order and per the direction of the membership there will always be nominations from the floor at the AGM.



C. Election Process

- Election of Board members is completed each year as part of the AGM. Candidates recommended by the Nominating Committee, candidates not recommended by the nomination committee, and nominees from the floor will be presented to the Voting Members for election. All nominees will be introduced at the AGM and shall be given the opportunity to make a brief statement, prior to an election being called. Persons who had chosen the early nomination path will have the advantage of their qualifications and strengths already given to the membership at the beginning of the meeting.
- Upon registration at the AGM, each Voting Member will receive a voting card to facilitate show-of-hand counting, and a ballot to be used in the election.
- The Voting Members of the ECA have the ultimate responsibility of selecting the board. A minimum level of support by the membership is required for individuals elected to the board, a member must receive at least 20 percent support of the voting members at the AGM to be voted onto the board. This is equivalent to the 75 percent director support required for any member nominated to the board during the year at a board meeting if a director position falls vacant. This means there are no vote results by acclamation if there are still director positions open after nominations close.
- The results of the election shall be announced by recognizing the successful candidates on the ECA website, the ECA Office Bulletin Board, through social media channels and in the newsletter.
- This policy may be amended by the Board.
- Date of Approval: April 7, 2020