

1952

THIRTEENTH  
ANNUAL REPORT

EDMONTON

COUNCIL OF COMMUNITY SERVICES

---

March 30th, 1953.

EDMONTON COUNCIL OF COMMUNITY SERVICES

REPORT OF ACTIVITIES SUBMITTED TO THE THIRTEENTH ANNUAL MEETING

MARCH 30th, 1953.

The Annual Meeting of any organization such as the Council of Community Services has two major functions. It gives an opportunity for a report to the membership and the community as a whole on the Council's activities during the past year, for the Executive Committee to report on its stewardship, and to transact necessary business. But it also should provide an opportunity to assess what has been done and to look ahead at what needs to be done in the near or not so near future.

In this report the practice of combining reports, which was adopted last year, will be followed again. In order to give a clear picture of the activities of the Council this report will not confine itself only to the calendar year of 1952 but will also include the first quarter of 1953.

The period under review was, for the second consecutive year, one of upset, transition and change. For almost three months in the early part of 1952 the Council was without the services of an Executive Director. In this same period there were also three changes in office staff. On May 21st, 1952, our new Executive Director, J. M. Anguish, arrived from Ottawa and took over his duties. As this was almost at the close of the actual program year (which might be considered to be from September to early June) no effort was made to initiate any large scale program. An excellent opportunity, however, was provided for the Executive Committee and the Executive Director to consider methods of operation for the Council and to make plans for program in the fall.

One of the first decisions made was to experiment with a plan of operating without functional Divisions. It was recognized that most problems coming to the Council for study and action cut across divisional lines, and involve agencies working in two or more of the fields of child and family welfare, health, and recreation. It was also felt that for a city of this size the organizational machinery involved in the divisional set-up is too complicated. It was, therefore, decided to carry out the major work of the Council through project committees composed of organizations and individual members concerned about the particular problem. Such committees can be organized as the need arises, continue in existence as long as there is a need for them, and disband when their work is accomplished. An integral part of this plan is to use the total delegate body of the Council to a greater extent than in the past in an attempt to develop broader participation and understanding. The details of this plan for organization will be presented to you this evening for your consideration.

Having made this decision to disband the Divisions it was also necessary to consider an alternative method of electing the Executive Committee or Board of Directors. A further proposal, therefore, is being made this evening that a Board of Directors of twenty-one members be elected on the principle of rotation, i. e. each member of the board will be elected for a three year term, and each year one-third (7) will be re-elected. After a member has served for two consecutive three year terms he will not be eligible for re-election until one year has elapsed. The details of this plan are being presented in a separate recommendation.

At the last Annual Meeting concern was expressed over the public relations of the Council and certain action was suggested. Although a Public Relations Committee has not yet been developed the principle of improving the public relations of the Council has been kept constantly in mind. Realizing that the basis of good public relations for any organization is the services provided to meet need your Executive Committee has attempted to put first things first. Although we realize there is still much to be done it is believed that the work of committees dealt with later in this report will indicate some progress has been made. The Executive Director has also been carrying out the recommendation that more direct contacts be made with the member organizations.

Your Executive Committee is pleased to report that much has been done during the past year towards developing a closer relationship with the Community Chest. Last summer it was recognized that as an organization receiving almost its entire financial support from the Chest the least the Council could do would be to lend some assistance in the Red Feather campaign. The Executive Director was given permission to do a series of interpretive articles for the press on the member agencies of the Chest. This served a dual purpose in that it helped the campaign and also gave Mr. Anguish an excellent opportunity to get to know these agencies. Mr. Anguish also served as secretary to the Business Zone Division of the campaign.

Towards the end of 1952 Mr. Robert Molloy, the Executive Secretary of the Community Chest found it necessary, for reasons of health, to tender his resignation after four years of devoted service. After careful consideration by the Board of Directors of the Chest and the Executive Committee of the Council it was decided to amalgamate the staff of the two organizations and to appoint Mr. Anguish as Executive Director of the Community Chest and the Council of Community Services. The Chest and the Council will, however, continue to function as two separate organizations. This new plan becomes effective on April 1st, 1953. A week or so ago the Personnel Committee, composed of representatives of both the Chest and the Council, appointed Mr. Angus Brunlees, of Edmonton, as Assistant Executive Director. Mr. Brunlees' major work will be with the Chest but he will also be free to assist in the work of the Council.

---

#### PROGRAM OF THE COUNCIL

Committee on Services to Transients - This committee was set up in July, 1952 under the chairmanship of Mr. Clark Ready, at the request of several agencies who were perturbed at the unusually large number of transients seeking shelter and other assistance. Fifteen organizations or groups are represented

on this committee. Two studies were made, one in August and one in November, in an attempt to estimate the size of the problem, the extent of over-lapping, etc. On the basis of the information obtained a delegation from the committee met with the Minister of Public Welfare, the Deputy Minister and representative of the Single Men's Division in December. A better understanding of the problem and better cooperation among all organizations serving transients has resulted but the committee feels there is still much to be done to develop a more coordinated attack on the problem.

Committee on Child Welfare - This committee is in the process of being formed. Last autumn a small "steering committee", representative of the various types of organizations serving in this field was set up under the chairmanship of Mrs. G. R. Davison. This group recognized that most child welfare agencies were faced with many and similar problems and it was decided to hold a one-day conference to give an opportunity for mutual discussion. This conference was held in the Y. M. C. A. on February 10th, with Miss Phyllis Burns of the Canadian Welfare Council as consultant. The majority of the day was spent in "workshops" in which small groups discussed common problems. No attempt was made to find an answer to all these problems in a one-day session. But out of the conference came the request for a standing committee within the Council and the original steering committee has been asked to work out the details and suggest the first steps in program. This work, as in the case of other committees, has been temporarily delayed owing to the difficulties facing the staff in re-organization. It is hoped, however, that April will see this committee under way.

Committee on Delinquency - Last fall several agencies suggested to the Council that a committee should be formed to look into the problems of delinquency in our community and suggest action which might assist in prevention and correction. As a preliminary step a small, representative group was called together and discussed the proposal. This group felt that the problem is of sufficient importance to justify a major committee within the Council. On February 25th an organizational meeting was held under the chairmanship of Mr. W. Clarence Richards. At this meeting it was decided to go ahead with the study and to break the rather large committee down into three working sub-committees. One will undertake to investigate the extent of the problem, its particular manifestations, concentration in neighborhoods, etc. The second group will review existing services, preventive and correctional, and will consider where there may be gaps in services or overlapping. The third group will collect information on methods of prevention and correction and on what other communities are doing or have attempted to do. As in the case of the Child Welfare Committee the start of this work has been unavoidably delayed but plans are now being completed to get the study into operation within the next few days.

Committee on the Family Court - In May of 1952 a letter was received from the Attorney General advising that steps were being taken to develop Family Courts in Alberta and asking for suggestions and recommendations. As this letter had also gone to a number of member organizations it was decided to hold a meeting of all these for the purpose of consolidating ideas. This meeting was held early in June and from it a brief containing several recommendations was forwarded to the Attorney General. It is gratifying to know that the

Family Court has now been set up in Edmonton, with the same staff also serving the Juvenile Court, and that several of the committee's recommendations have been adopted. Through this new development these Courts are now rendering a most valuable and much needed service to our community.

Social Service Exchange Committee - Early last fall this committee, composed of representatives of the major agencies using the Exchange, was set up to act in an advisory capacity to the Executive Committee and the Executive Director. The committee, under the chairmanship of Mrs. J. Grant Sparling, is supervising a gradual reorganization of the Exchange and a program of interpreting the Exchange to the agencies in the community. During the past few months the number of agencies using the Exchange has increased considerably and this has resulted in an increased volume of work. The Conference on Child Welfare recommended that all child-caring institutions in the community use the Exchange. When this takes place the number of member agencies will be almost doubled. In preparation for this the committee is preparing a handbook on the use of the Exchange for the guidance of the agencies.

The Exchange Committee also supervised the Christmas Exchange which again provided an important service in acting as a clearing house for organized Christmas giving.

#### Other Activities

In addition to the more or less formal activities described above many other activities are carried on from day to day by the Executive Director, his staff, members of the Executive Committee and others active in the Council. The Council has seven representatives on the Budget Committee of the Community Chest. These volunteers have put in many long and arduous hours on this committee, which many feel is the keystone of the whole Chest structure. In a period of three weeks in February and early March this committee and its sub-committees held no less than seven meetings beginning at 7 P. M. and lasting until 11 or after. The Council has also undertaken three special investigations for the Community Chest in the past few months. Other duties, time-consuming and unspectacular but of vital importance to an orderly and sound development of community services, are carried on throughout the year. These include consultation with staff and boards of member agencies, technical advice, consultation on welfare problems of the community, public addresses, attendance at meetings of related organizations, inter-agency negotiation, etc.

Directory of Community Welfare Services - It has long been the policy of the Council to publish, every second year, a DIRECTORY OF COMMUNITY WELFARE SERVICES. The work of revision on the 1952 edition was begun during the summer and excellent cooperation was received from the many organizations listed. For the first time the entire book was printed instead of being mimeographed.

CONCLUSION

It would not be right to close this report without paying tribute, on behalf of the entire Council of Community Services, to the members of your Executive Committee for their faithful and devoted service throughout the past year. In this period of reorganization the demands have been unusually heavy and onerous. To them the Council and the Community as a whole owe a real debt of gratitude.

The Council also wishes to express its appreciation to all those committee members and others who have so ably assisted in its work throughout the year. In particular we would like to thank Mr. H. G. Greenwood, President of the Community Chest, for his unfailing interest and support. To Mrs. G. Griffith, our office secretary, we extend our sincere appreciation for her faithful efforts which often go well beyond the bounds of duty. And last, but by no means least, may we also extend our thanks to the Press and Radio for their constant assistance and cooperation.

Respectfully submitted,

Dr. Herbert Meltzer, President.

J. M. Anguish, Executive Director.

---

PEAT, MARWICK, MITCHELL & CO.  
Chartered Accountants.

Empire Block  
EDMONTON, ALBERTA.

February 21, 1953.

SIGNED COPY

AUDITORS' REPORT TO THE MEMBERS

We have examined the accounts of the Edmonton Council of Community Services for the year ended December 31, 1952, and have prepared therefrom the following statements appended hereto:

Balance Sheet, as of December 31, 1952  
Statement of Income and Expenditure, for  
the Year ended December 31, 1952  
Statement of Receipts and Disbursements,  
for the Year ended December 31, 1952

We have to report that we have obtained all the information and explanations we have required and, in our opinion, the appended balance sheet as of December 31, 1952, and statements of income and expenditure and receipts and disbursements for the year ended December 31, 1952, correctly set forth the financial condition of the organization as of December 31, 1952, and the changes in its funds during the year under review.

---

(Signed) PEAT, MARWICK, MITCHELL & CO.

Auditors.

EDMONTON COUNCIL OF COMMUNITY SERVICES

Statement of Receipts and Disbursements  
For the Year ended December 31, 1952

Receipts:			
Community Chest of Edmonton	\$	10,354.00	
Gifts designated for specific purposes		<u>307.50</u>	
Total Receipts			10,661.50
Disbursements:			
Salaries	\$	6,713.38	
Expense of moving executive director and family		1,236.92	
Purchase of equipment		445.63	
Rent		480.00	
Stationery and office supplies		194.94	
Printing and mimeographing		288.65	
Maintenance of office equipment		31.30	
Books and publications		70.95	
Postage and excise		97.82	
Telephone and telegraph		205.97	
Audit fee		40.00	
Membership fees		25.00	
Meetings		126.80	
Advertising		23.71	
Transportation		43.65	
Fire insurance		8.80	
Unemployment insurance expense		7.54	
Gifts allocated to specific purposes		307.50	
Sundry		<u>31.62</u>	
Excess of Receipts over Disbursements			<u>10,380.18</u> 281.32
Increase in Funds:			
Cash in bank and on hand, December 31, 1952		580.68	
Less:			
Cash in bank and on hand, December 31, 1951	\$	289.70	
Unemployment insurance stamps on hand, December 31, 1951		<u>9.66</u>	<u>299.36</u> <u>281.32</u>



## EDMONTON COUNCIL OF COMMUNITY SERVICES

### RECOMMENDATIONS FOR REORGANIZATION

For several months your Executive Committee and Executive Director have been considering ways in which the Council might best be organized to give a maximum service to its member organizations and the community as a whole. The following recommendations, which have been discussed informally with representatives of a sample group of agencies, are presented for your consideration. (Some of these suggestions were embodied in the membership letter from the president which went out to many organizations in the autumn.)

#### RECOMMENDATIONS

1. (a) That in order to develop the Council as a truly democratic organization the delegate body of the Council (including individual members) be used to a greater extent than in the past for the consideration of Council action and the formulation of Council policy. In this way the delegate body would, to some extent, become a "parliament" of organizations.  
  
(b) That in addition to the Annual Meeting at least one general meeting of the Council be held each year.
2. (a) That major projects of the Council be dealt with by committees composed chiefly of representatives of those organizations interested in the particular problem. It is suggested that, although in most cases the official delegates of an organization would represent it in committee work, the organization would have the right to name some other representative with specific interests in or knowledge about the subject under study by the committee.  
  
(b) It is further suggested that committees would be free to make use of individual members or any other persons in the community who might be useful to the committee in its work.
3. That recommendations of committees which concern more than internal matters of the Council or the organizations on the committee, or which are of importance to the whole community, be brought before a general meeting of the Council for approval or other action, after first having been considered by the Board of Directors and if deemed advisable by the Board. It is further suggested that when any major recommendation is to be brought before the Council every effort be made to give each member organization sufficient advance notice in order that delegates may come as instructed delegates if so desired by the organization.
4. That for the time being the policy of operating through functional division (i.e. Health, Child and Family Welfare etc.) be abandoned for the following reasons:
  - (a) Most problems coming before a Council for consideration cut across divisional lines.

- (b) Project committees chosen from all organizations within the Council who are interested in a particular problem will bring to that problem a broader view than could be obtained by a committee confined to only one field.
- (c) General committees give a better opportunity for delegates to get to know others outside of their own particular field. Co-ordination and co-operation among agencies in a specific field can be accomplished by special meetings, committees or other means as the need arises.
- (d) Organizational machinery is less complicated.

5. That the name of the Executive Committee be changed to Board of Directors and that the Board of Directors be elected by and from the delegates and individual members of the Council. It is further recommended that the Board of Directors be composed of twenty-one members, including officers, each member being elected for a three year term and that seven new members be elected each year. For the first year this would mean that seven members would have to be elected to serve a one year term, seven to serve a two year term and seven to serve a three year term. It is also recommended that a maximum be set of two consecutive three year terms which any member might serve but that a member having served two consecutive terms of three years could be re-elected after one year absence from the board. Every effort should be made to have the directors as representative of the whole community as possible.
6. That the by-laws be amended in the manner suggested in the appendix to this brief with the understanding that the amendments are for a trial period of one year and, that after the experience of one year, a new constitution and new by-laws be drawn up.

EDMONTON COUNCIL OF COMMUNITY SERVICES

APPENDIX TO RECOMMENDATIONS FOR RE-ORGANIZATION

PROPOSED AMENDMENTS TO THE BY-LAWS

In order to facilitate the organization of the Council of Community Services along the lines suggested (if approved) it is recommended that the following amendments to the By-laws be made for a trial period of one year, i.e. until the Annual Meeting in 1954 at which time a revised constitution and revised By-laws shall be presented:-

1. By-law II now reads as follows:-

Section 1 - Grouping of Organizations

" To facilitate the carrying out of the objectives of the Council the member organizations shall be grouped into three functional Divisions - (1) Health; (2) Child and Family Welfare; (3) Group Work. Organizations having an interest in the work of more than one Division may have registration in one or both of the other Divisions and may appoint delegates to such Divisions."

Section 2 - Duties

" The duties of the Divisions shall be largely investigational and advisory to the Council Executive Committee except on the special authority of that body. They shall include the following: (a) to provide a clearing-house for information of interest to member organizations; (b) to consider and report on matters referred to them by the Council Executive Committee; (c) to study and gather data on special problems arising within their respective fields; (d) to refer to the Council Executive Committee special problems uncovered in the course of their activities which do not lie within their particular field and may be more adequately handled by another Division or Committee of the Council. The Divisions may appoint such special or standing committees as may be required in the performance of their work."

Section 3 - Elections

" Each Division shall elect its own officers annually between October 1st and February 1st, and if desired may elect an executive committee, the slate to be prepared by a Division Nominating Committee appointed for that purpose each year. This procedure shall not deny to any member of a Division the right to nominate from the floor provided his nominee has previously given his written consent to accept the nomination.

The Divisions shall also appoint annually to the Executive Committee of the Council one member for every ten organizations or fraction thereof, registered in the Division. One of the members so appointed shall be the Chairman or Vice-Chairman of the Division."

It is recommended that this wording be deleted in its entirety and the following substituted:-

By-law II - Methods of operation.

"To facilitate the carrying out of the objectives of the Council committees to deal with specific problems may be set up as required by approval of the Board of Directors or the majority of delegates and individuals present at any general meeting of the Council. Member organizations and individual members shall be free to participate in any committee in which they are interested. Organizations may be represented on a committee, either by their official delegates to the Council or by other representative(s) of their choice."

"The member organizations may also be grouped into any number of functional divisions (e.g. health, recreation, child and family welfare) as desired and approved by a majority of delegates and individual members present at any general meeting of the Council."

2.(a) By-law III, Section 1. (Executive Committee) (Personnel and Size) now reads:-

"The Executive Committee of the Council shall consist of the officers of the Council; three members-at-large elected at the annual meeting; and members appointed by the Divisions in accordance with the By-laws. The Executive shall have power to add to its number three additional members. All members of the Executive Committee of the Council shall be elected or appointed annually.

It is recommended that the wording of this section be deleted and the following substituted:-

"The Board of Directors shall consist of twenty-one (21) members elected from the delegates and individual members of the Council. Each member of the Board of Directors shall be elected for a term of three years and one third of the total (seven members) shall be elected each year at the Annual Meeting of the Council. A member of the Board of Directors, having served two consecutive terms of three years shall not be eligible for re-election until one year has elapsed."

"At the Annual Meeting of the Council held in 1953 seven members shall be elected for a term of one year, seven for a term of two years and seven for a term of three years."

(b) It is further recommended that the words "Executive Committee" be changed to "Board of Directors" wherever they appear in the By-laws.

(c) It is recommended that two new sections, Section 2 and Section 3 be added to By-law III to read as follows:-

Section 2 - Representatives from Community Chest of Edmonton

"In addition to the above (Sections 1 and 2) two members may be appointed annually by the Board of Directors of the Community Chest of Edmonton to represent the Community Chest for a term of one year."

Section 3 - Committee Chairman

"The chairman of any committee expected to be or actually in existence for more than six months, or of any Division, shall be, ex-officio, a member of the Board of Directors during the period of his or her chairmanship."

- (d) It is recommended that By-law III - Section 2 - "Powers" remain unchanged but be re-numbered Section 4.
- (e) It is recommended that By-law III - Section 3 - "Vacancies and Resignations" be re-numbered Section 5 and that the words "except where such member had been a Division appointee and in which case the Division responsible may make a replacement" be deleted leaving Section 5 to read:-  
"In the event of withdrawal of any member from the Board of Directors the remaining members shall be empowered to fill the vacancy until the next Annual Meeting."