

.Minutes of Sidney & North Saanich Memorial Park Society Board Meeting January 24, 2017

Directors Present: John Bell, Richard Paquette, Dick Reynolds, Stephen Roberts, Sheilah Fea, Conny McBride, Jane Hall, Bill Blair, Christie Hall.

Executive Director: Brad Edgett

Regrets: Michael Shoemaker, Mel Sangha, Mary Goodman., Barb Menzies.

Liaisons: Tim Chad, Sidney Council. Heather Gartshore, North Saanich Council

Meeting called to Order: Richard called the meeting to order at 3:56 p.m.

Approval of Agenda

The agenda was circulated.

John motioned to approve the agenda, seconded by Sheilah. Approved

Adoption of the Minutes

The minutes from November 24, 2016 were circulated.

Change made to page three should read 14,000 sq ft not 1,400.

Motion made to adopt the minutes by Jane, seconded by Stephen, minutes passed.

Report from North Saanich Council Liaison

The District will be providing \$25,000 to the Chamber of Commerce for visitor services; a community promotions strategy for North Saanich will also be part of this.

Council has agreed to go ahead with a new VIRT branch on the Panorama site; next steps are underway.

Dunsmuir Lodge Public Hearing was held December 7th; third reading passed 6-1.

Bylaw Enforcement Policy – specifically related to secondary suites and noise complaints.

Annual Strategic Plan review; updated and added a few new items.

Council has rejected CRD Bylaw 4017 (Regional Growth Strategy) due to concerns with provisions for managing growth, expansion of water services, transportation plan deficiencies and inadequate food security planning.

Marine Planning Workshop: Thursday January 26th from 5 to 8 pm. Presentation of DRAFT policy recommendations.

Report from Sidney Council Liaison

Decision on pickleball courts will come with the adoption of Parks Master Plan that is currently in the works.

The budget is ongoing and will be approved at a meeting in February.

Density pretty much adopted by council, a public hearing will follow.

Report from Chair

Finalized Bylaws for both MPS and the Foundation will be sent out shortly. The Bylaws will be an item on the February Agenda to be approved by the Board. It was decided that SD63 will serve as a Liaison rather than a voting member due to a conflict of interest with upcoming projects.

The Town of Sidney is waiting for the Minister of Transportation to sign off on the agreement between the Airport Authority and the Town. At this point there have been no changes to the Easement MOU, we are just in a waiting pattern. Groundbreaking could begin as early as March or as late as July.

Report from Treasurer

Note that changes may be made once audit begins.

Capital Improvement Fund is currently at \$138,000.

Mary Winspear P/L: Total income is up 11% from budgeted. Other space revenue is down. Theatre Space and Theatre Other is up 36%, theatre expenses are also up 34%. We are 5% ahead in ordinary income.

Compared to October's statements, the financials turned around at the end of the year because of shows in November and December.

Bill motioned to accept the financials, seconded by Conny. Motion carried.

Capital Budget Proposal:

A Capital Budget will be presented to the Board of Directors at the first Board meeting of the new year. The budget will include specific capital items together with their estimated cost and a lump-sum amount for "miscellaneous minor capital" items not to exceed \$5,000 individually or \$10,000 in total as the need arises.

Approval of the Capital Budget by the Board of Directors will authorize the Executive Director to proceed with the implementation of the Capital program. It will also authorize a maximum over-expenditure of 10% on an item as long as the total approved budget is not exceeded.

In the event that an emergency arises requiring the expenditure of capital funds which cannot be met within the "miscellaneous minor capital" allotment, the approval of the Board Chair or, in his absence, the Treasurer will be required up to \$25,000. Expenditures of \$25,000 or more must be approved by the Board of Directors.

At each regular Board meeting, progress will be provided by the Executive Director.

Sheilah motioned to approve the Capital Budget Policy, seconded by Conny. Motion passed.

Report from Executive Director

In 2016 we pulled \$40,000 from our investments at Scotia McLeod to pay for the legal fees.

Monthly \$1250 is also taken to pay for the maintenance of Blue Heron Park. Once we start receiving income from the MOU we will no longer have to pull funds for BHP.

Updates:

At the last meeting the Board approved continued discussion with VIRL. It was decided that the VIRL will continue operation at the Resthaven location and proceed with a new building at Panorama. From our perspective, we will not proceed with any further discussions.

Reached out to SD63 and Chris Lott with Track 21 on their plans to update the Parkland track. Our next step is to set a meeting with the three groups. To date SD63 has not paid us our \$1 a year nor done any maintenance on the current track.

This past year we were able to continue contributions to the Capital Improvement Fund and now have \$138,000 set aside. 2016 was another stellar year! Thanks to staff and programming we did \$1.2 million in total revenue.

2016 Review of Goals and Implantations Plan:

At the beginning of 2016 a 5-Year Plan was approved. Brad made a list of goals to accomplish for the year and an Implementation Plan to achieve the goals.

Peninsula Soccer Association: A letter was sent in support of their fundraising and improvement plan for the soccer field at Blue Heron Park. The Association has asked that we move our support to 2017 as they have had many hurdles getting themselves organized. They will also be re-evaluating the scope of the project and scaling back some projects to make it more realistic.

Stephen Roberts introduced the Soccer Association to Premier Clark in the summer; he is welcome to meeting with them again when they have re-organized.

Support for Blue Heron Improvements:

Trimmed tree line along neighbouring houses. Brad will be talking to both Councils for support on trail maintenance.

Parkland Track:

Brad met with former Superintendent Kevin Elder who made it clear something would happen with the track and adopted it into the district's 5-Year Plan.

Community Safety Building:

The focus from the CSB was turned to the MOU for the Easement and parking lot. We are currently working with lawyers to finalize documents.

Ancillary Revenue:

Renovated Room 6 to create the Winspear Gallery.

Membership:

50 members in total, 33 of those being Friends of the Mary Winspear Centre. The goal for 2017 is to increase the membership by 30 people.

Transparent: Uploaded all the minutes and agendas on the website. Once the Bylaws are completed they will be uploaded as well.

Financial Sustainability: New opportunity through easement including increase in funding from 2.5% to 3% from Town of Sidney.

Other Notable Achievements:

All changes in the Trust we asked for were awarded

Met and exceeded budget by \$10,000

\$79,000 contributed to Capital Fund

Gallery Revenue of \$3,700

Produced 27 MWC shows, up seven from 2015

Raising profile of Centre by higher-end performers

The nine-day Church of God Conference generated a \$2 million dollar impact on the local economy

Donation of 14 Avis Rasmussen paintings

Worked with Foundation to finalize name change

2017 Goals and Implantations Plan:

Brad will distribute an Implementation Plan for 2017. Board members are asked to review it and provide feedback on the goals that have been outlined.

Capital Budget 2017

Theatre: wireless mic system, replace broken theatre lights, handheld mics, drapes,

Large washrooms: replace toilets and vanity, add in ventilation for showers.

Equipment: floor scrubber

\$10,000 for anything else that may arise.

Sheilah motioned to approve the 2017 Capital Budget, seconded by Bill. Motion carried.

New Business: No new business.

Next Meeting Date: Our next meeting will be held on February 28, 2017.

Adjournment at 5:10 pm, followed by an in camera discussion without management.