

Minutes of  
Saanich Peninsula Memorial Park Society  
Board Meeting  
October 1, 2019

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**Directors Present:**

Sheilah Fea, Dick Reynolds, Jane Batty, Linda Pendray, Ross Imrie, Tim Chad, Jane Hall, Floyd Mailhot.

**Regrets:** Malcolm Brailsford

**Liaisons:** Chad Rintoul, Sidney. Heather Gartshore, North Saanich.  
Nola Silzer, SD63.

**Executive Director:** Brad Edgett

1. Meeting Called to Order
  - a. Sheilah called the meeting to order at 4:10pm
  
2. Approval of Agenda
  - a. The agenda was circulated.
  - b. Heather Gartshore asked to have a Peninsula Soccer update added to Brads report.
  - c. Tim motioned to approve the Agenda, Jane B. seconded, agenda was approved.
  
3. Approval of the March Minutes
  - a. Tim motioned to approve the Minutes, Dick seconded, minutes were approved.
  
4. Business Arising
  - a. No business arising.
  
5. Report from SD63
  - a. SD63 enrolment at this point is approximately 7,160 students, up significantly from projected enrolment.
  - b. There are no teacher vacancies but there is a continuing need for educational assistants.
  - c. On the labour relations front:
    - Provincial negotiations between the BCTF and the BCPSEA continue with the assistance of a mediation.

- Local negotiations between the District and the Saanich Teachers Association concluded successfully, with ratification pending once a provincial agreement is obtained.
  - Local CUPE negotiations are in medication.
- d. On September 23, 2019, the District held a very successful professional development day on Indigenous Education for all of our approximately 500 teachers, with major participation of the local W'sanec people.
  - e. Minister of Education, Rob Fleming, will be at Sidney Elementary School on Thursday, October 3 at 1 pm for a "reveal" of a new playground.
6. Report from North Saanich
- a. Various DVP's approved; one denied
  - b. Bike lanes – West Saanich Road, Frizzell south to McTavish Road approved, funding in place.
  - c. Council Conference and Meeting Expense Policy approved.
  - d. Scoter Trail – detailed design and construction advance
  - e. Climate Change Committee established
  - f. Consecutive term limits added to Appointments to Committees/Commissions/Boards Policy
  - g. Sandown
    - Short Term Maintenance Plan is underway – focus is on enhancement of productive capacity through 2020 or until a Long Term Operator is appointed
    - Long Term Operator RFEI  
4 Proposals received  
Staff screening applicants per set criteria  
A communications plan will be developed to inform the public and obtain feedback about options for the long-term operation and use of the Sandown lands
7. Report from Sidney
- a. Road work and repaving of Bevan Avenue has begun outside the Mary Winspear Centre. MWC staff has asked to be informed ahead of time by the Town when work is to be done around the Centre.
  - b. Town of Sidney strategic planning sessions will begin on October 3.
  - c. Councilor Rintoul would be happy to arrange a future MPS meeting to be held at the Community Safety Building.

## 8. Report from Chair

- a. Board members are asked to take three books of raffle tickets to sell to their friends and family. Please sign up to sell during shows as well.
- b. We are in the process of changing our banking over from Coast Capital to Scotia Bank. The Centre now has a Scotia VISA, the card is reconciled online by Cathy.
- c. Strategic Planning Session to be tentatively held on Saturday, January 18 or 25. There are two options for a facilitator, their resumes will be sent via email and the Board will be asked to vote on their preference.
- d. Del Elgersman has passed along his regrets as he can no longer commit to sitting on the Board. He has asked to keep him in mind if there are vacant spots at the AGM.

## 9. Treasurer's Report

- a. Ross motioned to include the following description to the Treasurer's duties. Seconded by Tim. Motion passed.

### Treasurer's Duties

To review with the Executive Director the MPS financial statements and present them to the MPS Board at the regular Board meetings and annual general meeting. To review the MPS investment portfolio from time to time and in conjunction with the MPS financial advisor make change recommendations to the **Investment Committee and the** MPS Board. To call and chair Investment Committee Meetings as necessary.

- b. Ross motioned to move towards a balanced investment portfolio and to update the Investment Policy with the statement below. Seconded by Tim. Motion passed.

Scotia McLeod will manage the fund similar to a pension fixed income bond and equity fund.

### Investment Policy

In all investment decisions there will be an attempt to create a balanced portfolio in order to minimize risk and maximize return. The overriding goal is to protect capital. Foreign Exchange risk should be kept small, with US dollar risk no more than 25% and other currency risk no more than 10% of the portfolio. The percentage of fixed income investments should be maintained between 40% and 60% of the portfolio and equities likewise should be maintained between 40% and 60%. No investments shall have a credit rating lower than **BBB**. There shall be no margin and no derivatives used.

- c. MWC Theatre productions YTD up considerably because of the PBS special. Expenses are up because of the additional staff and resources used for the special.  
We will apply for the Canadian Film Tax Credit which will refund 35% of our labour costs.

June was quiet in the theatre; some shows that were originally booked were moved to the fall.

Ross motioned to approve the financials, seconded by Tim. Motion passed.

10. Report from Executive Director:

- a. The Michael Kaeshammer PBS special was a very successful event. The President of American Broadcast Television was present for both nights of filming and was impressed with the facility and professionalism of the staff. Brad is working with the producers to bring future projects here.
- b. This summer we hosted Dinner en Rouge organized by Carey. It is a great community event that we can put our name behind. It generated just under \$4000 in income.
- c. This fall we had two sold out shows with Buffy Sainte-Marie and Burton Cummings. We also had speaker Justice McLachlin, it was only her second speaking engagement.
- d. Capital budget update will be given at the next meeting.
- e. Cowland & Associates has provided a quote between \$8000-\$12,000 to be our Agent of Record.  
Tim moved that we appoint Cowland & Associates as our auditors. Seconded by Jane H. Motion passed.
- f. No update from Peninsula Soccer on the lease. PSA was given the lease to review a number of months ago. Brad will check in with PSA to see where they are at.

Next Meeting Date: Our next meeting will be held on Tuesday, October 29, 2019.

Adjournment at 5:32 pm, followed by an in camera discussion with and without management.