

# Minutes of Saanich Peninsula Memorial Park Society Board Meeting January 23, 2018

Directors Present: Richard Paquette, Bill Blair, Christie Hall, Sheilah Fea, Dick Reynolds, Mel Sangha, Conny McBride.

Executive Director: Brad Edgett

Regrets: John Bell, Jane Hall.

Liaisons: Tim Chad, Sidney Council. Heather Gartshore, North Saanich Council. Barb Menzies, SD63.

Meeting called to Order: Richard called the meeting to order at 4:00 p.m.

## Approval of Agenda

The agenda was circulated.

Sheilah motioned to approve the Agenda, seconded by Dick. Agenda Approved.

## Adoption of the Minutes

Bill motioned to adopt the Minutes from October's meeting.

Change the heading to Saanich Peninsula MPS.

Seconded by Dick, minutes were approved.

## New Business

Brad reported that the moving tent city is currently in Central Saanich. There are talks that it could move to Sidney or North Saanich. The Town of Sidney has been in touch with police and will be taking a hands off approach if and when they arrive. This group likes to choose a high profile location and the MWC land along Beacon Avenue or the Visitor Centre may be their choice. If they move in we will be taking precautions regarding staffing and facilities.

## Report from North Saanich Council Liaison

Secondary Suites are now allowed in Dean Park Estates per amendment to the zoning bylaw.

Strategic Plan Update –January 11<sup>th</sup>; focus on 2018 priorities

NS Fire Dispatch:

*That Council support having a Regional Fire Dispatch Service that will provide dispatch services for all Fire Departments in the CRD;*

*Request a further three month extension to allow investigation and assessment of options at the best rate that staff are able to negotiate; and...*

*Join the other affected Municipalities in a joint request for proposal for dispatch services with the future goal of having a regional fire dispatch that will service all Municipalities within the CRD.*

Agricultural Commission established.  
Baldwin Property: proposed development.

Sandown:

Referral to Budget Committee: Council establish a Reserve Fund and allocate 50% of the Sandown commercial lands tax revenue, cell tower revenue and any additional funds from the Community Amenity Fund

Agrologist: hired to work on behalf of DNS to oversee the demolition process, drainage and reclamation work

Sandown Transition Team appointed; budget and detailed proposal requested; TOR to be approved by Council

Stables: subject to inspection and approval by the ALC and Platform Properties, some of the newer ones may be retained

#### Report from Sidney Council Liaison

The corner of 4<sup>th</sup> and Beacon will be redeveloped to a six-storey building to allow for high ceilings in the commercial space.

The development at Star Cinema will also be six stories to accommodate three new movie screening theatres with underground parking.

A new Parks Master Plan was presented. They looked at parks across the province and have come up with new recreational uses including the possibility of disc golf and zip lines. They were very complementary on the skate park usage.

Council has turned down a proposal to turn a vacant single family lot into a nine unit development.

#### Report from School District 63

Enrolment is up 140 students in the elementary level due to new families moving into the area.

Keating School received a grant to enlarge the school.

IB program at Parkland School has an info night coming up.

SD63 Board is discussing if they want to fund non-credit courses.

All schools just finished seismic upgrades

The Board have just accepted an Employment Equity Policy.

#### Report from Chair:

CSB Easement and Parking agreement has been signed.

Please see attached Resolutions of the Board.

Richard motioned to approve resolutions, seconded by Bill. Motion passed.

Theatre risk analysis: With eight performance theatres in the Capital Region and four more being built or proposed, they will begin to pose a challenge to our business. Brad will have a report at the next meeting on what those challenges could be. The Stelly's Theatre feasibility study will also be sent.

### Treasurer's Report:

There were no financials presented because we are starting the audit.

### Report from Executive Director:

#### MWC 2018 BUDGET

##### Income

- Other revenue is down 5.6% from 2017 because we are not budgeting on having another rental like Pupstars in 2018.
- There is a \$35,000 increase in space revenue due largely to weddings. We are up 100% for wedding rentals in 2018 over 2017. This is due to revamping the wedding package. We have also increased rental rates for 2018; this is something that has not been done in five years. For example the Sidney Fine Art Show rental has increased by \$2,000 because of our rate increase and their usage of more space.
- The projected Theatre revenue is \$477,400. In 2019, it is predicted that once the other theatres open our revenue will reduce. We are working on a new Speaker Series that should help us bring in an untapped market.
- There is a significant increase to Theatre Rentals because we remain the cheapest rental theatre in the area and we are seeing an emergence of new promoters.
- Total Theatre Revenue is budgeted to be \$781,550 ( 4.5%) for 2018.

##### Expenses

- In 2018 there is some maintenance and repairs that are required, including painting the interior and exterior of the building.
- Advertising has increased to support the new speaker series which will have to be promoted in different markets.
- 3% increase to salaries and benefits and an 11.69% increase to utilities.

Sidney and North Saanich capital grants have been moved to the MPS budget.

Town of Sidney grant has increased because of the parking agreement.

North Saanich grant has increased by 2%.

Bill motioned to approve the 2018 Mary Winspear Centre Operating Budget, seconded by Sheilah.  
Motion passed.

#### MPS BUDGET

The budget now shows the easement revenue and capital grants.

We will no longer have to take from Scotia McLeod to pay for Blue Heron Park maintenance.

A percentage of the parking revenue will go to the Capital Fund every year as a result of the agreement.

As of January 1, 2018 we have \$328,510 invested at Scotia McLeod.

This money is held in the MPS account, but with the change in the Trust it can be used for the Mary Winspear Centre.

Bill motioned to approve the Saanich Peninsula Memorial Park Society 2018 budget, seconded by Dick.  
Motion passed.

## CAPITAL BUDGET

Black theatre curtains were replaced in 2017. We will work with the same company to replace the Traveller Curtain and Cyclorama.

The Bodine Hall flooring needs to be replaced. There is a roll on linoleum like floor that is very functional for the space and has a great warranty. The projected cost is \$65,000.

The bathroom renovations that were to be done in 2017 will be moved to 2018.

We also want to look at purchasing a new cook top and tables, which are well needed.

Blue Heron Park needs trail maintenance.

Sheilah motioned to approve the 2018 Capital Budget, seconded by Bill. Motion passed.

## 2017 CAPITAL REPORT

### Enhancing Community Well-being

- waiting for gas tax submission results to move forward with PSA lease and BHP improvements
- parking agreement executed
- made theatre and facility upgrades to improve patron experience
- currently talking with companies about replacing the readerboard
- completed a Summer Concert Series with BIA, Town of Sidney and North Saanich
- Bodine floor upgrades have been moved to 2018

### Fiscal Sustainability

- executed the easement and parking agreement with the Town of Sidney
- currently working with the Foundation on their fundraising goals
- secured a \$25,000 grant from the Province
- continue the sales of art work in the gallery

### Effective Community Engagement

- Sidney January 1<sup>st</sup> Tea
- Canada 150 street dance
- First Nations monument
- Dinner en Rouge
- Children's Festival
- Sidney 50<sup>th</sup> Celebrations

### Good Governance

- Holy Cow is in the process of building new pages on our website to host Board member bios and photos
- revised and filed new MPS Constitution and Bylaws to comply with BC Societies Act
- developed five-year capital and operating plans
- passed new MPS Board Policies

[Next Meeting Date:](#) Our next meeting will be held on February 27, 2018 at 4:00 p.m.

Adjournment at 5:25 p.m., followed by an in camera discussion with management.

RESOLUTIONS OF THE BOARD  
OF  
SAANICH PENINSULA MEMORIAL PARK SOCIETY (the "Society")  
Effective Date: December 22, 2017

RESOLVED THAT:

Easement Agreement

The Society hereby confirms its earlier approval on May 23, 2017, to grant an easement in favour of the Town of Sidney over the Lands known as Lot 2 as owned by the Society, and legally described as, PID: 025-533-592, Lot 2, Sections 10 and 11, Range 3 East, North Saanich District Plan VIP74500, for the purposes specifically described in the easement agreement attached hereto, and in the form as now being presented to the Board (the "Easement Agreement");

The Easement Agreement, its execution, acceptance and delivery of the Easement Agreement as presented to and on behalf of the Society is hereby ratified, confirmed and approved; and

Any one director or officer of the Society, along with the Executive Director of the Society, are hereby authorized and directed to do all such acts and things to execute and deliver (whether under the common seal of the Society or otherwise) the Easement Agreement, and all such deeds, transfers, assignments, certificates, consents, documents and instruction as may be necessary or advisable to facilitate the transactions contemplated by the Easement Agreement.

Parking Agreement

The Society hereby confirms its earlier approval on May 23, 2017, to enter into a vehicular parking arrangement with the Town of Sidney over the Lands known as Lot 2 as owned by the Society, and legally described as, PID: 025-533-592, Lot 2, Sections 10 and 11, Range 3 East, North Saanich District Plan VIP74500, for the purposes specifically described in the parking agreement attached hereto, and in the form as now being presented to the Board (the "Parking Agreement");

The Parking Agreement, its execution, acceptance and delivery of the Parking Agreement as presented to and on behalf of the Society is hereby ratified, confirmed and approved; and

Any one director or officer of the Society, along with the Executive Director of the Society, are hereby authorized and directed to do all such acts and things to execute and deliver (whether under the common seal of the Society or otherwise) the Parking Agreement, and all such deeds, transfers, assignments, certificates, consents, documents and instruction as may be necessary or advisable to facilitate the transactions contemplated by the Parking Agreement.