

Minutes of  
Saanich Peninsula Memorial Park Society  
Board Meeting  
March 23, 2021

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**Directors Present:**

Sheilah Fea, Jane Batty, Linda Pendray, Ross Imrie, Malcolm Brailsford, Floyd Mailhot, Dick Reynolds, Bruce McLarty.

**Guests:** David Spence

**Liaisons:** Patricia Pearson, North Saanich. Sheila Stelck, SD63. Scott Garnett, North Saanich

**Executive Director:** Brad Edgett

1. Meeting Called to Order
  - a. Sheilah called the meeting to order at 4:35 pm.
2. Approval of Agenda
  - a. The agenda was circulated.
  - b. Linda moved to approve the agenda seconded by Jane, agenda was approved.
3. Approval of the Minutes
  - a. Malcolm motioned to approve the February minutes, seconded by Floyd. Minutes were approved.
4. Report from Sidney
  - a. OCP Review is ongoing; opportunities are now underway to participate by way of a survey, a workbook or 'hosting a conversation'. Deadline is April 12<sup>th</sup>.
  - b. Active Transportation Plan: a draft plan based on feedback received to date is now available for review; presentation to Council on March 29<sup>th</sup>.
  - c. Tree Protection Bylaw: Council has been presented with the findings of the Engagement Summary and Key Directions; a new bylaw will be drafted followed by engagement opportunities.
  - d. Budget: overall tax increase 2.84%; distributed in accordance with the District's long-term taxation strategy means that the average tax increase for residential properties will be 3.15% (\$42) and for business class properties, 2.0% (\$382)
  - e. COVID-19 Restart Grant: the District has reissued the request for applications

5. Report from North Saanich

- a. Public consultation currently underway for the official community plan.
- b. Budget meetings are happening this and next week
- c. North Saanich is also working on the Active Transportation Plan and Parks Master Plan.

6. Chairs Report

- a. Sheilah spoke to Tim Chad about the room naming and he is very grateful for the gesture. A ceremony will be planned for the fall.
- b. In the coming months the Board will revisit the strategic planning session that was started last January. An HR company was hired on retainer to work with the staff, this will be in March.

7. Treasurers Report

- a. No significant changes to our investments. The bank and preferred shares are currently doing better than the manage portfolio.
- b. Brad has prepared a 2021 Budget broken up into three – 4 month periods. It is a reasonable budget and a lot of thought has gone into it considering the event restrictions currently in place. As restrictions are lifted it is anticipated that we will be able to host more events including the concert series. Expenses increase as we are able to host more events.

In the first period there is an annual grant of \$26,00 that we receive from the Victoria Foundation.

January – April budgeted for income of \$234,500 with a deficit of \$24,596  
May-August budgeted income of \$343,000 with a surplus of \$30,904  
September – December budgeted income of \$390,000 with a surplus of \$513,500

Ross motioned to approve the 2021 Budget presented by Brad, seconded by Malcolm. Motion passed.

8. Report from Executive Director:

- a. The 2021 Budget is a working document and may change depending on the health restrictions. Any major changes will be brought to the Board.
- b. \$100,000 application was sent to North Saanich as part of their COVID Relief Fund. A number of other grants have been written, including to the Provincial and Federal Government.

- c. 2020 Financials and Capital Fund review will be presented at the March meeting.  
Update on MWC rentals and productions at the March meeting  
MWC and the SBIA will be hosting a spring break drive-in movie. The SBIA will be purchasing a projector which the Centre will be able to utilize for other events.

Next Meeting Date: Our next meeting will be held on Tuesday, March 23 at 4:00pm.

The AGM will be held on Tuesday, April 27 at 4:00pm.

Adjournment at 4:40 pm, followed by in camera with and without management.