



**EDMONTON COMBATIVE SPORTS COMMISSION
FINAL
MEETING MINUTES**

**February 8, 2021
7:00 PM
Online via Google Meet**

The meeting was called to order by the Chair, Sandy Bugeja, at 7:02 pm.

1. Roll Call, Recording of Attendance

Present: Chair Sandy Bugeja, Vice-Chair Daniela O'Callaghan
Commission Members: Tye Babb, Trevor Kelly
City of Edmonton Communications, Lyndsay Ward
Executive Director, Troy Courtoreille
Recorder, Tracey Poberznick

Absent with Regrets: Steven Phipps, Andrew LeMoine, Manav Deol

2. Call for Requests to Speak from the Public

There were no requests to speak from the public.

3. Adopt Agenda

MOVED: That the agenda be adopted as amended. CARRIED

4. Approve Minutes from Previous Meeting

MOVED: That the January 11, 2021, minutes be adopted as presented. CARRIED

5. Policy Review Project Update

a. Statement of Work

Lyndsay Ward, Senior Public Engagement Advisor from the City's Office of Public Communications provided insight into the process for the Statement of Work (SOW) and an overview of the proposal including a breakdown of different scenarios for consideration.

Stakeholder interviews or surveys would be done based on the Commission's needs. To keep costs down, there is an option for Public Engagement Services, ECSC, a City of Edmonton contact, and a consultant to each take pieces of the work. Because the SOW is in place, the process could get started very quickly.

The Commission is looking at a cost-effective approach and can choose to do a low value, full procurement process, or a sole source. L. Ward will see if it is possible to do a two-stage approach: 1) to put out an SOW specifically to develop the stakeholder engagement plan and 2) to execute that plan.

The document that L. Ward provided outlines the work she is willing to do for the Commission. This does not need to be reviewed by the Law branch because it is an open order. L. Ward will follow up with Procurement on risk analysis and provide an update to T. Courtoreille.

The ECSC is not ready to make a decision but will take this information back to the Sub-committee and come up with a more detailed list of deliverables and expectations for the 'What We Heard' report. The Sub-committee can determine if the City's process should be used to find a consultant or if it would be better to do the two-phased approach.

The information provided can be restructured to fit the Commission's needs.

b. Policy review update

Anyone interested in attending the Sub-committee meeting to work on the SOW next week is asked to respond to D. O'Callaghan by February 12, 2021.

Regulations 3 and 8, and the Appeals Regulation have been reviewed by S. Bugeja, D. O'Callaghan and M. Deol. The documents were circulated to the Commission and brought forward to today's meeting for a vote to take to consultation.

MOVED: To approve Regulations 3 and 8, and the Appeals Regulation for the purpose of stakeholder consultation. CARRIED

6. Executive Director Report

T. Courtoreille is following up on an application for an annual licence with outstanding fees. Payment will be reflected on the February financials.

Return to Sport guidelines and decisions made by Alberta combative sports commissions and the province will be shared with the Commission. This information is intended to provide a consistent and unified approach across the province. The Executive Director will confirm that the document has been approved provincially. Once reviewed by the Commission, the information will be posted on the website with a disclaimer that it is subject to change.

T. Courtoreille is working on his Personal Contribution Plan and asked the Commission for their input. The plan will include his role as Executive Director and his involvement in things like the Policy Review, Stakeholder Engagement and the COVID-19 situation.

COVID-19 Update

Nothing to update.

MOVED: That the written report from the Executive Director be accepted as presented. CARRIED

7. Financial Statements – December 31, 2020

December's financial statements will be available at the March 8, 2021 Commission meeting.

8. Chair Report Annual Work Plan for 2021

The Work Plan has been updated to reflect the current calendar year and it has been slimmed down to focus on key things. Health Education Resources remains on the plan and is projected to go forward in 2022.

MOVED: To adopt the annual work plan as presented, with one modification to mark Health Resources as a 2022 initiative. CARRIED

Update on ECSC Recruitment

There were exceptionally strong candidates for the two vacant Commission positions. Four people have been shortlisted and interviews are scheduled for late February. Appointments will be done and the new members will attend the April meeting.

Because of his history on the Commission, S. Phipps can help with the orientation of the new members. This will be a collaborative approach planned for May.

MOVED: To receive the Chair's verbal report as presented.

CARRIED

9. Next Meeting - March 8, 2021

The next Commission meeting will be held virtually at 7:00 pm on March 8, 2021.

10. Adjournment

MOVED: That the meeting be adjourned.

The meeting adjourned at 8:08 pm.

I certify that the preceding minutes represent an accurate account of the proceedings at the Commission meeting on February 8, 2021.

D. O'Callaghan

Date: 2021.03.10
21:27:10 -07'00'



Daniela O'Callaghan, Vice-Chair

Date

Tracey Poberznick, Recorder