



**EDMONTON COMBATIVE SPORTS COMMISSION  
FINAL  
MEETING MINUTES**

**March 9, 2020  
7:00 PM**

**Room 6, Commonwealth Community Recreation Centre**

The meeting was called to order by Chair Sandy Bugeja at 7:04 PM.

**1. Roll Call, Recording of Attendance**

**Present:** Chair Sandy Bugeja, Vice Chair Daniela O’Callaghan  
Commission Members: Trevor Kelly, Andrew LeMoine,  
Steven Phipps  
Executive Director, Troy Courtoreille  
Recorder Tracey Poberznick

**Absent with Regrets:** Tye Babb

**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 presented.

CARRIED

**4. Approve Minutes from Previous Meeting**

MOVED: That the February 10, 2020 minutes be adopted as presented.

CARRIED

**5. Items Arising from Previous Meeting**

Amendment to Policy 4: Event permits (to address advertising)

An amendment to was proposed to delete Section 7 of Policy 4 and replace it with the following wording:

"A Promoter will not be authorized to advertise or sell tickets to a proposed event until they have been issued an Event Permit or until they have obtained approval in writing from the Executive Director."

MOVED: That the amendment to Policy 4, Section 7 be made as proposed.

CARRIED

Administration will update the website with the approved policy change.

### Commission Retreat Outcomes

Thank you to A. LeMoine for facilitating the retreat. S. Bugeja will share her notes with the Commission once they are complete and will incorporate photos provided by A. LeMoine.

The Commission landed on five focus areas and assigned champions to them as follows:

- Policy sub-committee work - D. O'Callaghan
- Options to use the surplus funds - T. Kelly
- Outreach - various categories - T. Babb
- Training for ECSC and officials - A. LeMoine
- Host ECSC combative sports conference - S. Bugeja

The Commission agreed that it would be beneficial to make the retreat an annual event.

## **6. Annual Work Plan 2020-2021**

The Work Plan is being updated with suggestions that came out of the retreat. At the next Commission meeting, project leads will provide updates on where things are at in their respective areas. Questions and comments can be sent to S. Bugeja as soon as possible.

Add conference as an item for S. Bugeja on the next agenda.

## **7. Policy Review Project Update**

The Commission has received three applications for the Policy Review position. The goal is to select and hire someone by the end of March. City Administration will confirm the hiring process for this position. T. Courtoreille will take the lead on getting a contract in place consisting of an offer letter along with a copy of the posting. The letter should contain information such as deliverables, timelines and how expenses will be reimbursed. D. O'Callaghan will provide information for procurement so they can review the terms ahead of time. Applications will be reviewed at the next policy meeting. The successful candidate will be required to provide references.

The policy review should be a separate line item on the financial statements in order to see what part of the \$10,000 budget, approved last year, has been used for policy review matters to date. It was proposed that the balance of the \$10,000 be used for consultation work this year and an additional \$10,000 be used for the policy writer position for 2020.

S. Phipps will take the lead on preparing the draft 2020 ECSC budget and will canvas the Commission for numbers. The Commission will work on setting the budget at the next meeting.

The following motion has been tabled until the April meeting: That the ECSC request an additional \$10,000 to fund a policy writer for 2020.

The next Policy Review meeting is scheduled for March 19, 2020 at 6:00PM at Commonwealth Rec Centre and the agenda has been circulated.

T. Courtoreille has requested the use of City resources to give a crash course on stakeholder engagement and consultation, but has yet to receive a response. There is a baseline protocol for the Commission to follow. The scope of work has been drafted for the year and the Commission would like to get this going by the fourth quarter of 2020.

## **8. Executive Director Report**

There is a new City lawyer who will be working with the ECSC. T. Courtoreille plans to meet with her before the end of the first quarter and provide an overview of the ECSC.

The April KO boxing event will be postponed due to unforeseen circumstances. The Executive Director will exercise his authority to move event permit fees to a new event date, or refund the fees. The Commission will be updated on the final decision.

Risk Management has indicated that a bylaw amendment is not required to deal with insurance for events. They are looking for a resolution to deal with the issue.

ECSC was served with a court notice advising that a contestant, who is not licenced by the Commission, had a judgement filed against him pertaining to a civil matter. This has been noted and Law has been notified as well.

All city travel outside the country has been postponed indefinitely due to COVID-19. T. Courtoreille will confirm that this applies to the Commission as well.

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

CARRIED

## **9. Financial Statements – December 31, 2019**

Finance has provided the actuals for December 2019. Numbers are lower than expected and the Commission will need to forecast projections. Liabilities need to come off the books.

MOVED: To receive the December 31, 2019 Financial Statement as presented.

CARRIED

## **10. Chair Report**

Three applications have been received for the ECSC vacancy. S. Bugeja is scheduled to meet with the City's Community and Public Services Committee on Friday, March 13, 2020 to discuss the short list.

The annual report on 2019 ECSC accomplishments and what is on the horizon for 2020 are due to the City by April 6. D. O'Callaghan and S. Bugeja will prepare the report and circulate to the Commission prior to the due date. A copy of last year's report will be provided to the Commission for reference.

The ABC conference will be held in Sacramento, California from July 24 to 29, 2020. T. Courtoreille will contact the ABC to see if there is a potential to cancel due to the Coronavirus.

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

CARRIED

## **11. New Business**

### **Request for Funding for Training**

A funding application was received for referee recertification training. S. Bugeja will share the email and attachments with the Commission for this training request. The official secured a spot and prepaid the course fees and flight. The total request includes registration, hotel, flight, and food totalling \$2,764.

MOVED: That the Commission approve payment of up to a maximum of \$2,500 for Kyle Cardinal to attend the Command Certified training from July 10-12, 2020 in Las Vegas and the money be reimbursed after the conference is attended, contingent on the applicant reporting back to the Commission on the training.

CARRIED

S. Bugeja will communicate this funding approval to the applicant.

S. Bugeja talked to the Foundation of Administrative Justice about doing customized training for the Commission and different configurations that could be provided. Options and cost and will be provided and the Commission can decide where to go from there.

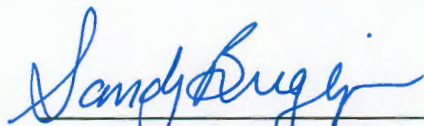
**12. Next Meeting - April 20, 2020**

The next Commission meeting will be held on April 20, 2020. D. O'Callaghan will chair the meeting if S. Bugeja is unable to attend.


**13. Adjournment**

The meeting adjourned at 8:14PM.

I certify that the preceding minutes represent an accurate account of the proceedings at the Commission meeting on February 10, 2020.

  
\_\_\_\_\_  
Sandy Bugeja, Chair

May 12, 2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tracey Poberznick, Recorder