



**EDMONTON COMBATIVE SPORTS COMMISSION  
FINAL  
MEETING MINUTES**

**November 9, 2020  
7:00 PM  
On-line via Google Meet**

The meeting was called to order by the Chair, Sandy Bugeja, at 7:01 pm.

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

**Present:** Chair Sandy Bugeja, Vice-Chair Daniela O’Callaghan  
Commission Members: Steven Phipps, Tye Babb,  
Trevor Kelly, Andrew LeMoine, Manav Deol  
Policy Writer, Linda Wood Edwards  
Public Engagement Services Manager, Felicia Michie  
Executive Director, Troy Courtoreille  
Recorder, Tracey Poberznick

**Absent with Regrets:** None

**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 October 19, 2020 minutes be adopted as presented.

CARRIED

## **5. Policy Review Project Update**

### **a. Consultation Process**

Manager of Public Engagement Services, Felicia Michie, provided oversight around how her area can support the work of the ECSC Sub-committee. Public Engagement Services is working on understanding the needs of the project and the policy refresh ECSC is working towards. They will determine if it is a process they can support pending budget availability. They will look at the task at hand for the policy refresh that this work is focused on and see if there are differences in what promoters need versus contestants and make sure the policies work for everyone.

It was recommended that the ECSC work with a consultant on four minor regulations. The consultant can be chosen from a standing list of procured vendors that the City uses or the Commission could choose to do a sole source. The budget for a consultant would be between \$10,000 and \$20,000. T. Courtoreille will follow up and try to get a more accurate cost.

It was discussed that there should be a phased approach with the safety policies going to consultation first. Outcomes of the final reports could be used as an input for the analysis of the next set of policies. The Public Engagement Advisor could help procure a vendor and there would be an internal consultant and an external consultant executing the work. The Executive Director or someone from the commission would be appointed to the project team as well.

Geoff Grimble, with the City's Communications and Engagement department, could assist the Commission with communications support. F. Michie and T. Courtoreille will connect with him to discuss providing key messages and media release statements.

T. Courtoreille will get a copy of the Scope of Work document from F. Michie and circulate it to the Commission.

### **b. Approval of Draft Policies for Consideration**

D. O'Callaghan circulated the current draft versions of Regulations 1 and 8, as well as the Appeals Regulation. These are ready for consultation and can be voted on at the January meeting. S. Bugeja will send a calendar reminder in early January to the Commission to review the documents and provide feedback.

D. O'Callaghan and L. Wood Edwards are working on Regulation 3 and should have it done by the end of November for circulation to the Commission.

At the January meeting, the ECSC will discuss commencing consultation and what it will look like. The Commission will figure out to what extent to work on other policies and what the division of labour looks like if these happen simultaneously taking the budget into consideration.

## **6. Executive Director Report**

COVID-19: Nothing to update

The Executive Director requested additional meetings to determine what the Commission needs from F. Michie regarding the use of a consultant.

Meetings with the Government of Alberta, provincial stakeholders and other commissions are going well with respect to the Return to Sport rough draft which should be done by the end of November. When it is ready, it will be shared with the Commission for feedback. This is a province-wide document to provide consistency for all Alberta commissions and includes amateur combative sports associations as well.

The City received requests for three annual licenses.

Due to all of the issues getting the Policy Writer payments processed, it was suggested that these payments be made directly from the ECSC bank account to expedite the payments. When contracts are entered into with the City of Edmonton, invoices can be sent from the vendor to the Executive Director to review, approve, and provide payment to directly to the vendor by cheque. This provides a clear paper trail and accountability for processing payments.

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

## **7. Financial Statements – September 30, 2020**

The only Invoice processed for September was for the Policy Writer.

MOVED: To receive the September 30, 2020, Financial Statements as presented. CARRIED

## **8. Chair Report**

There were minor updates to the Annual Work Plan. At the January meeting, the Commission will start to discuss what the work plan looks like for 2021 - 2022.

Recruitment for two new commission members will begin in the new year. Letters of Intent were sent to those commission members whose terms are expiring in 2021 and are eligible for reappointment. These need to be completed by November 30.

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

CARRIED

## 9. ECSC Budget Review

S. Phipps provided the proposed 2021 ECSC budget including historical context. The Commission is proceeding conservatively with a proposed projected revenue of \$1000 and expenses of \$20,000. Projected overages can be covered by the current surplus. Any income can be used to offset the projected shortfall.

There was discussion around who should pick up the costs for PPE required for future events. The province proposes that promoters pick up these costs.

The Commission will revisit the amount set aside for policy work based on information provided regarding consultation. It was recommended that another \$10K be added to include policy review and policy consultation work. General service costs were increased to \$20K. Funds will be approved as needed to support events during COVID to offset costs for things like PPE. The Commission will consider purchasing PPE for the long term once the Return to Sport document is circulated.

MOVED: That the proposed budget be approved as amended.

CARRIED

S. Phipps will provide an updated version of the document to be included with the November minutes (Attachment 1).

## 10. Next Meeting - January 11, 2021

The next Commission meeting will be held virtually at 7:00 pm on January 11, 2021. Meetings will continue virtually for the first quarter of 2021 and then be reassessed for the second quarter.

## 11. Adjournment

MOVED: That the meeting be adjourned.

The meeting adjourned at 8:46 pm.

I certify that the preceding minutes represent an accurate account of the proceedings at the Commission meeting on November 9, 2020.

*Sandy Bugeja*

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

January 12, 2021

\_\_\_\_\_  
Date

*Tracey Poberznick*

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

## Edmonton Combative Sports Commission – Budget Planning

### ECSC Meeting - November 9, 2020

#### A. Discussed and Adopted May 11, 2020

##### *2020 Budget Projection and Proposal*

##### Revenues:

- License Fees - 10,000 (2019 budget was 20,000)
- Event Fees - 2,000 (2019 budget was 4,000)
- Ticket Sales - 10,000 (2019 budget was 20,000)
- Interest - 100 (same as 2019 budget)
- Miscellaneous Revenues 900 (same as 2019 budget)

Total Revenues: \$23,000 (2019 budget was 45,000)

##### Expenses:

- Travel, training and hosting (in Canada) - 3,000 (2019 budget was 10,000)
- TTH (outside Canada) - 1,000 (2019 budget was 10,000)
- Officials Clothing and Supplies - 2,000 (2019 budget was 3,000)
- Meetings - 2,000 (2019 budget was 3,000)
- Officials Training - 2,000 (2019 budget was 3,000)
- Membership and Dues - 1,000 (same as 2019)
- Office and Sundry - 1,000 (same as 2019)
- Honoraria - 500 (2019 budget was 1,500)
- Bank Charges - 500 (same as 2019)
- General Service Costs (Policy Review Project) - 10,000 (same as 2019)

Total Expenses: \$23,000 (2019 budget was 45,000)

##### Notes:

The goal is to balance expected revenues with expected expenses. If there is a need to spend more than we have budgeted, then this can be done by way of a supplementary allotment of funds from the ECSC surplus during the year. For example, if we decide to spend more than the budgeted \$10,000 on the policy review project in 2020, we can do so by way of a further spending resolution when the time comes.

ECSC does not request, nor does it receive, any tax levy funding from the City.

The travel, training and hosting amount for use in Canada should be sufficient to cover the cost of Commission member training related to appeals. It doesn't appear we will be doing any travel or hosting but training remains a likely expense. The amount left in the budget for TTH outside Canada is simply a placeholder for next year's line item. It is not likely we will spend the budgeted \$1,000 in 2020 so only a nominal amount is included. It could easily be used towards 'in Canada' training if we exceed the 3,000 for that item during the year.

The revenue projections may still be a bit optimistic, but they are reasonable at this point. Our expense projections are conservative as well and we may very well end up spending less than budgeted so a shortfall in revenues won't be troublesome. Furthermore, we do have a surplus from which to draw if a legitimate need arises.

## B. For Discussion November 9, 2020

### *2021 Budget Projection and Proposal*

#### Revenues:

- License Fees - Nil (2019 budget was 20,000)
- Event Fees - Nil (2019 budget was 4,000)
- Ticket Sales - Nil (2019 budget was 20,000)
- Interest - 100 (same as 2019 budget)
- Miscellaneous Revenues 900 (same as 2019 budget)

Total Revenues: \$1,000 (2020 budget was 45,000)

#### Expenses:

- Travel, **training** and hosting (in Canada) - 3,000 (2019 budget was 10,000)
- TTH (outside Canada) - Nil (2019 budget was 10,000)
- Officials Clothing and Supplies - Nil (2019 budget was 3,000)
- Meetings - 2,000 (2019 budget was 3,000)
- Officials Training - 2,000 (2019 budget was 3,000)
- Membership and Dues - 1,000 (same as 2019)
- Office and Sundry - 1,000 (same as 2019)
- Honoraria - 500 (2019 budget was 1,500)
- Bank Charges - 500 (same as 2019)
- General Service Costs (Policy Review Project) - 20,000 (same as 2019)

Total Expenses: \$30,000 (2019 budget was 45,000)

Notes:

With no events planned in 2021 for budgeting purposes, these figures result in a projected shortfall of \$29,000. This shortfall can be covered from the current accumulated surplus.

The proposed expenses are sufficient to maintain basic operations of the Commission and include amounts for both Commission member and Officials training if opportunities for either or both arise in 2021. The expenses also provide for the continuing costs of the Policy Review Project in 2021. This work is seen as necessary and can continue regardless of whether events are held during the year.

In the event additional revenues are received during the year these can be used to offset any projected shortfall. At this point such revenues are not anticipated and are not required to carry on basic operations and priority activities.