

MEMORANDUM

To: PSO Senior Volunteers and Staff
From: Rob Newman - President and CEO, Sport BC
Date: Friday, May 25, 2018
Subject: 2018 Sport BC Annual General Meeting (Final AGM Package)

Dear Sport BC Members,

Sport BC is pleased to announce the 2018 Sport BC Annual General Meeting.

Date: Tuesday, May 29, 2018

**Time: 5:00 pm - 6:15 pm Registration and social event
6:15 pm – 9:00 pm Annual General Meeting**

**Location: Richmond Olympic Oval
6111 River Road Richmond, BC V7C 0A2**

In preparation for the 2018 Sport BC Annual General Meeting, the following documents are included in this package:

1. AGM Registration Form
2. Draft Agenda
3. 2017 Draft Minutes
4. 2018 – 2019 Budget
5. Governance Committee Report
6. Investment Committee Report
7. Investment Policy Statement
8. Sport BC Board Nomination Process
9. BC Games Society's Powering Potential Fund Memorandum

The Sport BC Constitution and By-laws are available on our website at www.sportbc.com under "Membership - Annual General Meeting". If you require a hard copy please contact Christine Wong, Executive Assistant, at 604-333-3421.

Please note:

- **If you have not done so already, please submit your registration form as soon as possible.**
- If you are a voting member and unable to attend in-person, it is advised that there be a representative to vote on your behalf of your organization.
- There will be an opportunity to phone into the meeting should you be unable to attend in person. Please contact christine@sportbc.com for more information.
- The draft 2017 Annual General Meeting minutes are available on the Sport BC website at www.sportbc.com under "Membership – Annual General Meeting".

Enclosures

***Audited Financial Statements for the year ended March 31, 2018 will be provided on Monday, May 28 as provided by KPMG.**



ANNUAL GENERAL MEETING REGISTRATION FORM

Voting (Full) Members

Member Organization: _____

Name of President / Chair* or Designate** : _____

Signature: _____

Associate or Affiliate Members

Member Organization: _____

Title: _____

Delegate Name: _____

Additional Non-Voting Delegates

Name, Title: _____

Name, Title: _____

Name, Title: _____

* Official voting delegate

** If the President / Chair is not attending the Annual General Meeting, he/she must affix his/her signature thereby authorizing the above-noted Designate voter.

Please complete and return to Sport BC AS SOON AS POSSIBLE.

Christine Wong, Executive Assistant: christine@sportbc.com

**2017 Sport BC Annual General Meeting
Richmond Olympic Oval
Monday, May 29, 2017
6:15 pm – 9:00 pm**

AGENDA

1. Call to Order
2. Confirmation of Quorum & Voting Rules
3. Adoption of Agenda
Motion: The membership approves of the agenda of the 2018 Annual General Meeting as presented.
4. Business arising from 2017 AGM
5. Approval of Minutes of 2017 AGM
Motion: The membership approves of the minutes of the 2017 Annual General Meeting as circulated.
6. Chair Remarks
7. CEO Remarks
8. Committee Reports
 - a. Finance & Audit Committee
 - i. Audited Financial Statements for the year ending March 31, 2018.

Motion: The membership accepts the audited consolidated financial statements for the year ended March 31, 2018.

Motion: That KPMG LLP, or other auditors as approved by the Board of Directors, be appointed to perform an audit of Sport BC for the year 2018/2019 and the Board of Directors be empowered to set the remuneration.
 - ii. Presentation of approved budget – year ending March 31, 2019
 - b. Governance Committee
 - i. Governance Committee Report
 - ii. **Motion:** To amend the Bylaws of Sport BC as proposed in the notice of meeting or as otherwise agreed at the meeting.

Motion: The membership accepts the base membership fee for full members will remain the same in 2017-2018.

- c. Investment Committee
 - i. Investment Committee Report
 - ii. Mawer Investment Management Ltd. presentation
- 9. National Sport Trust Fund website re-design presentation
- 10. Election of Directors
 - a. Overview of election process
 - b. Announcement of Directors for 2018 – 2019
 - c. Director service recognition
- 11. BC Games Society’s Powering Potential Fund
- 12. 2019 AGM Date – Wednesday, May 29, 2019
- 13. Adjournment
 - Motion:** The membership approves the adjournment of the May 29, 2018 Annual General Meeting.

MEETING MINUTES

1. Call to Order

The meeting convened at 6:40 pm. The board was all in attendance. The minimum 1/3 of members were in attendance and quorum was declared. Chair called the meeting to order. Chair thanked everyone for attending. She also appointed Christine Wong as secretary. Chair went over the voting rules: Full members are represented by a voting delegate; no member may have more than one vote; each director received one vote except for election of directors; and should there be a tie, the chair will also receive one vote.

2. Adoption of Agenda

MOTION: *To adopt the agenda as presented.*

MOVED: Olav Naas, BC Deaf Sports

SECONDED: Wayne Hatt, Bowls BC

CARRIED

3. Approval of Minutes of 2016 AGM

MOTION: *To approve the minutes of the 2016 Annual General Meeting as circulated.*

MOVED: Brian Forrester, Gymnastics BC

SECONDED: Scott Braley, Curl BC

CARRIED

4. Chair's Remarks

Chair provided comments on the success of the Athlete of the Year Awards event, positive future of SBC Insurance who sold their share of AllSport Insurance and addition of Account Executive, Perry Solkowski. Dillen acknowledged the Sport BC, KidSport BC and SBC Insurance staff for their work and dedication.

5. CEO's Remarks

CEO, Rob Newman, introduced Sport BC, KidSport and SBC Insurance staff in addition to positive remarks made of the limited capacity of the Sport BC staff. He also introduced the Board of Directors and thanked them for their support. CEO gave an overview of the expansion of SBC Insurance including staff and marketing strategies. CEO also gave the 2017 highlights overview of the programs and services. Remarks were made of positive relationship building with ViaSport regarding upcoming initiatives.

6. Standing Committee Reports

Governance Committee Report

Chair (Dillen) introduced the Governance Committee lead by Chair, Greg White. Board member, Greg White recognized Sheila Bouman of ViaSport in attendance of the Sport BC AGM. White provided background on the work of the committee and the small Board of Directors to be very effective. He reported that the board of directors met 8 times formally over the 2016-2017 year and the minutes of all meetings have been posted to the website. White updated the membership of the Special General

Meeting held on Tuesday, February 28 at Fortius Sport & Health where the decision on the sale of share in AllSport was made. White advised the membership that the committee will continue to work on the gaps in membership affiliates, transitioning into the New Society Act and, size of board and terms.

MOTION: *The membership accepts the base membership fee for full members will remain the same in 2017 – 2018.*

MOVED: Wayne Hatt, Bowls BC
SECONDED: Dawn McGuire-Reeves, Badminton BC **CARRIED**

MOTION: *The membership accepts the Governance Committee Report as presented.*

MOVED: Brian Forrester, BC Athletics
SECONDED: Krista Gerlich-Fitzpatrick, BC Cheerleading **CARRIED**

Finance & Audit Committee Report

Chair of Finance & Audit Committee, Michael Berkeley introduced the committee, Blair Lowther and Mario Ramos. Chair presented the committee's report to the membership. Chair advised that KPMG was engaged to perform the field work and provided a clean audit. He gave an overview of the consolidated financial statements ending March 31, 2017 that included the results from the Americas Masters Games, SBC Insurance sale of share and overall Sport BC results. The total cash proceeds from the sale of share totaled \$2.7 million with the possibility of additional funds if conditions are met.

Berkeley advised that CEO presented the budget to the finance & audit committee in late February. The final budget was approved by the board on April 4. It was reported that there is no budget for the investment portfolio in order to give the investment an opportunity to grow.

MOTION: *That the audited consolidated financial statements for the year ended March 31, 2017 be accepted.*

MOVED: Lawrie Johns, Basketball BC
SECONDED: Chris Desmore, Volleyball BC **CARRIED**

MOTION: *That KPMG LLP, or other auditors as approved by the Board of Directors, be appointed to perform an audit of Sport BC for the year 2017/2018 and that the Board of Directors be empowered to set the remuneration.*

MOVED: Wayne Hatt, Bowls BC
SECONDED: Olav Naas, BC Deaf Sports **CARRIED**

MOTION: *That the Finance & Audit Committee Report be accepted as presented.*

MOVED: Mark Saunders, Field Hockey BC
SECONDED: Annabel Kehoe, BC Rugby Union **CARRIED**

7. Ad-Hoc Committees

Athlete of the Year Awards Committee Report

The Chair of the committee, Carey Dillen gave remarks on the success of the 2017 Athlete of the Year Awards. She recognized the committee made up of Rochelle Winterton (BC Lacrosse), Sue Griffin (SFU Athletics), Jordan Abney (BC School Sports), Rob Newman and Christine Wong. She also recognized the Chair of the Selection Committee, Bernie Pascall for time and dedication to serving the committee. Dillen also advised the membership that there will be changes to the nominations process for the 2018 Athlete of the Year Awards with the help of Gary Kingston.

MOTION: *The membership accepts the Athlete of the Year Committee Report as presented.*

MOVED: Olav Naas, BC Deaf Sports

SECONDED: Erin Waugh, Cycling BC

CARRIED

Investment Committee

The Chair of the committee, Heather Holden presented the report and provided an update to the membership of the process to determine an investment manager. Holden advised the membership that the committee had gone through a series of steps including a debated investment approach, drafted an investment policy statement, agreed upon five candidate investment management firms, invited 5 candidates to respond to RFP, evaluated submissions, interview of 3 short-listed candidates, approved recommendation of Mawer as investment manager and next steps of finalization.

MOTION: *The membership accepts the Investment Committee Report as presented.*

MOVED: Brian Forrester, Gymnastics BC

SECONDED: Annabel Kehoe, BC Rugby Union

CARRIED

8. 2017 AGM Date

The date for next AGM is Monday, May 29, 2017.

9. Election of Directors

Chair of the Board – Carey Dillen introduced Blair Lowther of the Governance Committee to provide the membership an overview of the election process.

MOTION: To accept Blair Lowther as election chairperson for this election.

MOVED: Erin Waugh, Cycling BC

SECONDED: Dawn McGuire-Reeves, Badminton

CARRIED

Lowther advised the membership that there were two vacant positions for two-year terms. He acknowledged that there were two individuals who agreed to stand for the positions, Greg White and

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Lisa Kwiatkowski. Both candidates accepted that their name stand for the vacant positions. Lowther announced the elected representatives by acclamation to the Board of Sport BC are Greg White and Lisa Kwiatkowski. Dillen congratulated the newly elected Directors and acknowledged the Nominations Committee and Blair for Chairing the Committee. The announcement of the Board of Directors for 2017 -2018 was made and is made up of:

<i>Chair</i>	Carey Dillen
<i>Vice-Chair</i>	Heather Holden
<i>Director-at-Large</i>	Blair Lowther
<i>Director-at-Large</i>	Michael Berkeley
<i>Director-at-Large</i>	Greg White
<i>Director-at-Large</i>	Lisa Kwiatkowski

10. Director Service Recognition

Dillen acknowledged and thanked Debbie Pyne for her service to the Sport BC Board of Directors for two-terms. Flowers and wine were presented to Debbie as gifts.

11. Motion to Adjourn

The Chair expressed her thanks to the staff and Board of Directors for Sport BC for their efforts during the year and thanked everyone for attending the meeting.

MOTION: To adjourn the 2017 Annual General Meeting.

MOVED: Wayne Hatt, Bowls BC
SECONDED: Erin Waugh, Cycling BC

CARRIED

The meeting concluded at 7:40 pm.

APPENDIX 1

2017 Sport BC Annual General Meeting – VOTING & NON-VOTING Attendees List

VOTING MEMBERS

	Last Name	First Name	Title	Organization
1	Baker	David	Director	BC Soaring Society
2	Benson	Rick	Executive Director	Softball BC
3	Berry	John	President	Baseball BC
4	Braley	Scott	Executive Director	Curl BC
5	Brown	Rob	Designate	BC Soccer
6	Densmore	Chris	Executive Director	Volleyball BC
7	Forrester	Brian	Executive Director	Gymnastics BC
8	Gerlich-Fitzgerald	Krista	President	BC Cheerleading
9	Hamamoto	Gail	Executive Director	BC Wheelchair Sports
10	Hatt	Wayne	President	Bowls BC
11	Johns	Lawrie	Executive Director	Basketball BC
12	Kehoe	Annabel	Executive Director	BC Rugby
13	Keith	Jennifer	Executive Director	Synchro BC
14	McCalder	Brian	Executive Director	BC Athletics
15	McDonald	Jayne	Executive Director	BC Diving
16	McGuire-Reeves	Dawn	President	Badminton BC
17	Naas	Olav	President	BC Deaf Sports
18	Saunders	Mark	Executive Director	Field Hockey BC
19	Schina	Sonia	Executive Director	BC Archery
20	Waugh	Erin	Executive Director	Cycling BC
21	Wilkinson	Susan	Chair	Rowing BC

NON- VOTING LIST

	Last Name	First Name	Title	Organization
1	Campbell	Katherine	President	Gymnastics BC
2	Fee	David	President	BC Soaring Society
3	Fitzpatrick	Jennifer	Executive Director	Rowing BC
4	Gardner	Penny	Executive Director	Badminton BC
5	Joncas	Robert	Executive Director	SportMed BC
6	Kopelow	Bryna		ProMotion Plus & JW Sporta
7	Mann	Kelly	President & CEO	BC Games Society
8	Rudnisky	Stephanie	Manager, Youth Programs	Basketball BC

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APPENDIX 2

2016 Sport BC Annual General Meeting –Guest, Board Member and Staff Attendees List

GUEST LIST

	Last Name	First Name	Organization
1	Ko	Linda	Preferred Interpreters
2	Kwiatkowski	Lisa	Motivate Canada
3	Mills	John	Richmond Oval
4	Mortenson	Andi	EPIC Design
5	Sherrah	Don	EPIC Design
6	Szabo	Brian	KPMG
7	Woodsmith	Silas	Preferred Interpreters

BOARD OF DIRECTORS LIST

	Last Name	First Name	Position
1	Dillen	Carey	Chair
2	Holden	Heather	Vice-Chair
3	White	Greg	Director
4	Lowther	Blair	Director
5	Berkeley	Michael	Director
6	Pyne	Debbie	Director

STAFF LIST

	Last Name	First Name	Position
1	Newman	Rob	President & CEO
2	Wong	Christine	Executive Assistant
3	Bastow	Jocelyn	Manager, Financial Services
4	Mo	Helen	Payroll & Benefits
5	Heinrichs	Guilherme	Financial Coordinator
6	Quevillon	Pete	Director, KidSport BC
7	Culley	Thea	Manager, KidSport BC
8	Catalan	Pedro	General Manager, SBC Insurance
9	Cheung	Cameron	Assistant Manager, SBC Insurance
10	Shahi	Shradha	Accountant/Customer Representative
11	Fong	Ryan	Commercial Lines Processor
12	Solkowski	Perry	Account Executive

SPORT BC
CONSOLIDATED BUDGET
2018/2019 Budget



*Approved by the Board of Directors on April 2, 2018

Forecast based on YTD Jan '18

	Sport BC	KidSport BC	SBC Insurance	Consolidation Entries	Total
	2018/2019 Budget	2018/2019 Budget	2018/2019 Budget	2018/2019 Budget	2018/2019 Budget
Revenues					
Provincial Funding	-	524,225	-	-	524,225
Corporate Support, Events and Fundraising	147,500	540,000	-	-	687,500
SBC Insurance/Dividend and Management Fee	233,700	-	668,150	(233,700)	668,150
Fee for Service and Other	103,414	2,000	-	-	105,414
Membership Fees	66,000	-	-	-	66,000
Porfolio Investment income	45,000	-	-	-	45,000
Total Revenues	595,614	1,066,225	668,150	(233,700)	2,096,289
Expenditures					
KidSport BC	-	1,066,225	-	-	1,066,225
Grants	-	700,000	-	-	700,000
Operations	-	366,225	-	-	366,225
Financial Services	274,046	-	-	-	274,046
Payroll Services	89,070	-	-	-	89,070
Sport BC Finance Accounting	184,976	-	-	-	184,976
Marketing and Communications	105,000	-	-	-	105,000
Athlete of the Year & Pres. Awards	100,000	-	-	-	100,000
Community Sport Heros	5,000	-	-	-	5,000
Leadership & Operations	253,287	-	-	-	253,287
Leadership and Operations	248,287	-	-	-	248,287
Contingency	5,000	-	-	-	5,000
SBC Insurance	-	-	576,430	(183,700)	392,730
Total Expenditures	637,334	1,066,225	576,430	(183,700)	2,096,289
Net surplus (deficit)	(41,720)	-	91,720	(50,000)	0



Sport BC Governance Committee Report

2018 Annual General Meeting

Tuesday May 29, 2018

Governance Committee

Heather Holden

Blair Lowther

Greg White, Chair

Composition of the Sport BC Board of Directors (2017/2018)

The Sport BC Board of Directors consists of 6 elected positions (quorum is 4 directors).

Elected Board Members

1. Carey Dillen - Chair (elected 2016 for 3 year term) – term ends 2019
2. Heather Holden - Vice Chair (elected 2016 for 3 year term) – term ends 2019
3. Lisa Kwiatkowski - Director-at-large (elected 2017 for 2 year term) – term ends 2019
4. Greg White - Director-at-large (elected 2017 for 2 year term) – term ends 2019
5. Blair Lowther – Director-at-large (elected 2016 for 2 year term) – term ends 2018
6. Michael Berkeley - Director-at-large, Finance (elected 2016 for 2 year term) – term ends 2018

Director positions for election at the May 29, 2018 AGM

- Director-at-large – 2 year term
- Director-at-large, Finance – 2 year term

Board of Director Meetings

1. Thursday, June 29, 2017
2. Wednesday, September 13, 2017
3. Tuesday, November 14, 2017
4. Tuesday, February 13, 2018
5. Monday, April 2, 2018
6. Tuesday May 22, 2018 (scheduled)

Committees of the Board

Standing Committees

Finance & Audit Committee

Lisa Kwiatkowski

Mario Ramos

Michael Berkeley, Chair

Governance Committee – next meeting in December, 2017

Heather Holden

Blair Lowther

Greg White, Chair

Ad Hoc Committees

HR Committee

Michael Berkeley

Lisa Kwiatkowski

Blair Lowther – Chair

Investment Committee

Sport BC Board

Leanna Napolitano (BC Soccer)

Bruce Goldsmid (BC Alpine)

Scott Braley (Curl BC)

Brian Forrester (Gymnastics BC)

Heather Holden – Chair

Athlete of the Year Committee

Jordon Abney (BC School Sports)

Rochelle Winterton (BC Lacrosse)

Sue Griffin (Promotion Plus)

Christine Wong

Rob Newman

Carey Dillen - Chair

SBC Insurance

Blair Lowther

Carey Dillen - Chair



National Sport Trust Fund Provincial Adjudication Committee

Greg White

Michael Berkeley

* Rob Newman (President & CEO) served as an ex-officio to all committees of the Board.

Notice of Special Resolution - Bylaws Amendments (as per Article 8 Sport BC Bylaws)

- January 23, 2018 Information package for members
- March 1, 2018 Conference Call for a review of Bylaw Amendments
- April 13, 2018 45 day package included the Summary of Bylaw Amendments

Please note that the Sport BC Bylaws have to be updated by November 28, 2018 to comply with the New Societies Act for British Columbia.

Sport BC Investment Committee

Report to the AGM May 2018

Prepared by Heather Holden, Investment Committee Chair

- At the 2017 AGM, the committee reported on the process that led to selecting Mawer, our investment manager, and drafting our Investment Policy Statement
- Following the 2017 AGM, the committee opened an account directly with Mawer, transferred funds to Mawer and gradually invested **\$2,450,000** according to the Global Balanced mandate with a conservative asset allocation range of 30% - 55% fixed income and 45% - 70% equities, which can be thought of as maximizing long term growth at medium risk
- The value of the account has increased that to **\$2,572,373.12** as of April 29, 2018; the return since inception is about 5% after fees, which is in line with expectations
- Mawer is a discretionary manager which means that, within the parameters of the Balanced Fund agreed upon, we give them discretion to adjust the proportion of funds in different countries, sectors, government vs. corporate fixed income, and so forth, as they determine is best – we do not interfere with their investment decisions, but evaluate their performance against the goals stated in our Investment Policy Statement
- Once the funds were invested according to the Investment Policy Statement in terms of investment return goals and investment risk limitations, the committee's next challenge was to develop the policy for how the funds would be used to benefit Sport BC members. The committee followed these steps:

October 2017: develop 'scenarios' of the various permutations and combinations of spending policies as a starting point for us to debate, combine, delete, refine.

November 2017: conference call to discuss scenarios and risks, implications, opportunity costs etc.

December 2017: refine short listed scenarios

January 2018: conference call to discuss feedback

February 2018: further refine and present draft spending policy at PSO meeting

March 2018: further refine and recommend policy to Board

- Please see full Investment Policy Statement, which includes our Distribution Policy

Recommended next steps:

- The Investment Committee Terms of Reference can now be modified by the Board now that the important policy setting work is complete; having a large group including Members at Large engaged in the first two years was helpful and responsible, but now the Board could consider more efficient governance.



Sport BC Investment Policy Statement with Distribution Policy

1) The Investor

Sport BC is a not-for-profit sport federation representing over 50 Provincial Sport Organizations in BC. As a member-based organization, Sport BC offers services and programs to build the capacity of our members and advocate on their behalf to improve the landscape for organized sport in BC. Our organization began in 1966 when a small group of dedicated volunteers created an organization to provide a unified voice for amateur sport in British Columbia.

The Sport BC Board of Directors appoints a Sport BC Investment Committee who acts according to the committee Terms of Reference in carrying out their responsibilities for the operation and administration of the investments that this policy governs.

According to the Investment Committee Terms of Reference, the committee is given authority to retain independent consultants and investment managers to implement and maintain the investment strategy.

2) The Scope

This Investment Policy Statement (hereafter IPS) governs the funds that the Sport BC Board of Directors designates for long-term investment (hereafter the portfolio). The portfolio capital originated from the proceeds of sale of an asset.

This IPS sets forth parameters to guide the Board in its risk and return measurement, monitoring, and management responsibilities.

3) Goals for Investing this Money

We believe that a diversified portfolio can be actively managed to minimize volatility and minimize the likelihood of loss. We believe a diversified portfolio can be managed to achieve long-term growth to at least match the rate of inflation.

We will evaluate performance of the portfolio on a **Total Return basis** (capital appreciation, dividends and interest) in the context of our desire for lower than benchmark volatility.

4) Investment Objectives

Portfolio total returns will target the following characteristics in combination:

- a) Lower volatility than the composite benchmark,
- b) Total annual return of between 4% and 6% after fees over a rolling 3 year timeframe

5) Investment Constraints

- i) Time Horizon: infinite timeframe for capital appreciation
- ii) Liquidity: annual distributions as per Distribution Policy below

- iii) Leverage: no expected need for leverage of any type
- iv) Foreign Investments: no restrictions on foreign securities or currencies
- v) Investment Philosophy: no restrictions on approach to investment decision making
- vi) Security Concentration: no restrictions on concentration of securities
- vii) Taxes: as a non-profit organization, Sport BC does not anticipate taxes to be a concern in the investment of these funds

6) Risk Management

- a) Performance measurement: Annual portfolio review with Committee and investment manager with evaluation based on above investment objectives
- b) Risk measurement: Annual volatility to be used as primary measure of risk
- c) Asset Allocation: based on above assessment of performance as a function of risk, asset allocation may be varied to meet investment objectives
- d) Conflicts of Interest: all parties (board, committee, staff, managers) to communicate existing, potential and perceived conflicts of interest to Chair of Investment Committee

7) Annual Distribution Policy

1. Annual distributions will be used to support Sport BC activities as approved in the organization's strategic plan
2. Annual distributions will be calculated based on the prior year's Total Return on the portfolio and the prior year's Canadian inflation rate such that the annual distribution will be no greater than the portfolio's Total Return minus Inflation
3. At least the original contributed capital plus annual inflation will remain invested and not distributed
4. The committee will calculate the annual distribution amount in Canadian dollars and communicate this amount to the Board and the Finance Committee prior to approval of the annual operating budget
5. The committee will communicate to the investment manager the confirmed annual distribution amount and the investment manager will redeem units of the fund and facilitate the transfer of money to the Sport BC bank account



The committee must annually determine the maximum annual distribution in Canadian dollars for the Fund. The amount the committee decides to distribute may be comprised solely of the income earned from the fund investments (interest and dividends), or may be part income and part capital.

Since Sport BC may rely on distributions to meet a portion of annual operating and capital expenses, this implies that the stability of income earned by the fund is key. This suggests that the fund's investment strategy maintain a balanced exposure to equity and fixed income investments.

* Distribution is defined as money that is withdrawn from the investment account, which may have been generated in any way including interest, dividends, or capital gain (referred to as based on Total Return)



Schedule A

Approved by the Sport BC Board of Directors on May 24, 2017

The following Investment Manager has been selected to provide 3rd party professional portfolio management services:

Mawer Balanced Fund

Sport BC Board Nomination Process

The Sport BC Bylaws state that “Only individuals nominated and seconded by a Full member, or by a Director, shall be eligible to hold office. Nominations must be received by the Society, with an indication of acceptance by the Nominee, no later than 30 days before the date of the Annual General Meeting.” (Article 4, Section 2 ii).

Current Board Members

Board Member	Last Elected	Term Expires
Carey Dillen (Chair)	2016	2019
Heather Holden (Vice - Chair)	2016	2019
Lisa Kwiatkowski (Director-At-Large)	2017	2019
Greg White (Director-At-Large)	2017	2019
Michael Berkeley (Director, Finance and Audit)	2016	2018
Blair Lowther (Director-at-Large)	2016	2018

Positions Available for Nomination (Article 4, Section 4.2 iv)

Director-at-Large – 2 Year Term

Director, Finance and Audit – 2 Year Term

Nominations Timeline

Note that all duly nominated individuals will be put forth for consideration for election to the Board by the membership. As outlined in the bylaws, candidates must be nominated and seconded by full members of Sport BC or a Director, nominations must be accepted by the candidates, and nominations must be received 30 days prior to the Annual General Meeting.

Interested parties must submit nominations by **4:00 pm deadline on Friday, April 27, 2018**. Note that the change in bylaws at the 2013 AGM means that nominations are not accepted from the floor at the general meeting.

Nomination Process

- Candidates for the Sport BC Board must be nominated and seconded by full members, or by a Director of Sport BC.
- Nominated individuals must meet the criteria outlined in this package and in article 4, section 2 iii of the Bylaws (as noted on page 2 of this package).
- Once a nomination is received, a member of the Sport BC Governance Committee will contact the individual to provide an overview of the Board operations and commitment (see below for general overview) and discuss the individual’s potential role on the Board.
 - The nomination and election process will also be reviewed with every candidate.
 - Individuals can then determine if they want to stand for election.
- Note that all duly nominated individuals will be put forth for consideration for election to the Board by the membership at the Annual General Meeting.



MEMORANDUM

April 25, 2018

To: Sport BC Provincial Sport Organization members

From: Kelly Mann, President and CEO

Re: BC Games Society's Powering Potential Fund

As a result of this membership's acceptance of MSOs as members, the BC Games Society now has access to the National Sport Trust Fund which we use through our Powering Potential Fund. As you will read in the attached Case for Support document, dollars submitted to the NSTF then are directed to PSOs and their members active in the BC Winter or BC Summer Games.

Specifically, this fund supports...

- two x \$2500 bursaries to a Week 1 and Week 2 member of Team BC. Inaugural awards were presented during the Winnipeg 2017 Canada Summer Games
- sixteen x \$500 Coast Capital Savings bursaries given out at the Closing Ceremony of the Kamloops 2018 BC Winter Games
- one x \$2500 WR Bennett Award for Athletic Excellence given to a PSO nominated athlete at the Kamloops 2018 BC Winter Games
- \$40,000 invested in sport for the Kamloops 2018 BC Winter Games. Specifically...
 - with Biathlon BC an electronic rifle system with two laser rifles was purchased. The equipment will be valuable to support future training and competitions across the province.
 - timing equipment will be funded for Cross Country BC and will be used for future BC Games and regional events in the province.
 - a new cross course starters gate will be constructed at Sun Peaks Resort that will help run effective and fair starts for snowboard cross events. This was the first time snowboarding has been a part of the BC Winter Games and this permanent infrastructure will also benefit future races hosted on the mountain

In addition to the bursaries for athletes and coaches to be presented at the Cowichan 2018 BC Summer Games Closing Ceremony, we announced at the April 19 Torchlighting Ceremony \$40,000 to assist with:

- the purchase of new starting blocks for the local swim club
- bike racks for Triathlon
- set of wrestling mats
- new dock for rowing, and First Nations paddling programs

.../2

When we review ideas for these capital investments we include our BC Games Sport Director, local Parks and Rec staff, as well as city officials. While the priority is to enhance the competitions at the BC Games, the longer implication of increased / enhanced competitions and/or sport development play an integral part in how those funds are invested.

This fund was created for the lasting benefit of our PSO partners and their members, with the BC Games as the catalyst for the initial investment and subsequent fund development.

Should your PSO and/or your members be recipients of funds, it is greatly appreciated if that can be communicated to your membership and partners via your social media and general discussion. Growing this fund over time so we can further investment in larger projects is the ultimate goal. For being just one year old, we are proud of what the Powering Potential Fund has already accomplished.

See more at <https://www.bcgames.org/Fund.aspx>

KJM/glr



A philanthropic initiative of the BC Games Society

40 Years of Inspiration

Since 1977, the BC Games Society has strived to deliver exceptional experiences through sport. As the organization responsible for the BC Winter and BC Summer Games and Team BC at the Canada Games, the BC Games Society champions a movement that ignites a passion for sport and physical activity in young athletes and our communities.

The BC Games Society was created through the vision of Premier W.R. Bennett to provide “an opportunity to bring all parts of BC together, large and small communities, in the spirit of sport and friendship”. The first BC Summer Games were held in 1978 followed by the BC Winter Games in 1979. Mr. Bennett’s vision for the BC Games guides our work to this day, and represents a solid foundation and structure upon which the spirit of the Games continues to grow.

The Power of Sport

We know that sport not only teaches physical literacy skills, but also essential life skills such as teamwork, leadership, commitment, perseverance, and problem solving. Children with a strong foundation in sport gain confidence, perform well academically, develop positive peer networks and reap the lifelong benefits of a love of physical activity.

The BC Games are an important opportunity for the development of young athletes in our province. For most, it is the first chance to compete on a provincial stage at a multisport event, an experience that provides inspiration and motivation to pursue their sport to the next level. For some, this is a catalyst to set goals of representing Team BC at the Canada Games, or their country at the Pan-Am, Commonwealth, Olympic or Paralympic Games.



Brent Hayden

Three-time Olympian and 2012 Olympic Silver Medalist
1998 BC Summer Games and 2001 Canada Summer Games

“Being able to experience multi-sport games as such a young age was a launching point for me to go and have a successful Olympic career.”

BC Games Society: At a Glance

- Since 1978, 110,000 athletes have competed in the BC Games and 155,000 volunteers have contributed their time and talents as coaches, officials and community volunteers
- BC Winter and BC Summer Games staged every two years in different host communities around BC
- Economic impact of \$1.6M-\$2M for every host community
- The home of Team BC, the team of athletes, coaches and staff selected to represent BC at the Canada Games

While competition is the backbone of the BC Games, at its heart are the spirit of camaraderie, friendship, teamwork, and the setting of goals for individual, team, and community excellence.

The Games represent a milestone moment that people remember and take with them as an experience of a lifetime, where inspiration, character and spirit are abundant.

Our Impact: Building Strong, Healthy and Connected Communities

Participating in the BC Games develops leaders in our communities. Athletes and coaches demonstrate leadership skills on and off the field of play. Host community volunteers contribute their time and expertise to host the Games, building capacity and a sense of pride and connectedness within their communities.

The BC Games and Team BC also provide a training ground for coaches and officials to gain certification and experience, not only building their own personal skills but also increasing the availability of exceptional coaching and officiating across the province.

The BC Winter and BC Summer Games are a galvanizing force for community development and volunteer capacity building. Each host community collaborates with partners and mobilizes a team of volunteers to work towards creating an exceptional experience for everyone involved. This sense of purpose leverages tremendous positive and long-term legacies in every host community.

The Need

There is no doubt that sport is a powerful driver for individual and community development. However, there are often significant financial barriers in its pursuit. Success in sport requires sacrifice and financial investment, not only by individual athletes and their families, but also by the organizations and communities who foster its growth:

➤ **High Performance Sport is Expensive**

The financial costs of quality coaching, training, equipment, and competitive opportunities increase as athletes move through the development pathway from local to provincial to national level competition. For some athletes, a lack of funding can significantly impact their potential. Investment is needed for athletes and coaches to elevate their development and ultimately ensure more BC Games and Team BC alumni achieve their vision of representing Canada on national teams.



Maxwell Stalling, Lacrosse
2016 BC Summer Games
W.R. Bennett Award for Athletic Excellence Recipient

“This bursary award has given me so many different possibilities that I was not able to do before, like visit different universities and help pay for my sports. Thank you for believing in me and I am so grateful for what you have done for not just me but for my family.”

➤ **Sport Requires Costly Equipment and Facilities**

Providing sport opportunities relies on access to facilities and equipment in communities across the province. Community sport organizations require specialized equipment and funding for capital projects to ensure that promising athletes can train and compete in appropriate environments that both inspire and meet national and international standards.

➤ **Supportive Communities are Vital for Sport**

Through hosting the BC Games, communities see firsthand the benefits of a positive celebration of sport and the day-to-day impact this can make. Many generous partners come together to make each Games possible – but the needs don't end when the Games do. By investing in community initiatives that celebrate and promote sport and build community capacity, we can extend the longevity and maximize the impact of the Games.

Bill Bidlake, President
Penticton 2016 BC Winter Games

"There is a saying 'if you want to go fast, you go alone; but if you want to go far, you go together'. The BC Winter Games showed how far Penticton will go together in showcasing its passion for sport, community, and youth.

Powering Potential Fund: Empowering Excellence

Now, the BC Games Society is seeking to create new opportunities to build on the legacy of the Games and continue to make a meaningful, ongoing impact in the lives of British Columbians and their communities. Our goal is to maximize and extend the impact of the Games year-round, long after the closing ceremonies are complete.

The BC Games Society has created the *Powering Potential Fund* as a vehicle to strategically invest in projects that will further the development of individual athletes, teams, sport organizations, and communities. The Fund will be a catalyst to elevate performance, inspire leadership, and propel excellence, enabling more British Columbians to realize and demonstrate their full potential through sport.

The initial funding priorities for the *Powering Potential Fund* are:

1. **The Next Generation Team BC | BC Games**

A program of Bursaries and Awards providing financial support to athletes and coaches for enhanced training and competition opportunities as they pursue higher levels of achievement.

2. **Equipment and Capital Enhancements for Sport Facilities**

Funding for specialized equipment or contributions to capital projects to ensure sport organizations can continue to provide quality programs, venues, and hosting opportunities that will attract and retain athletes and coaches.

3. **Community Sport Enhancement**

Grants that will underwrite the cost of collaborative community initiatives that celebrate sport, ignite participation, and grow volunteer capacity. Eligible projects might include coaching or officiating clinics, physical literacy workshops for children, or 'try a sport' demonstrations - showcasing sport as an opportunity to learn, succeed, and be inspired.

An Advisory Committee, including members of the BC Games Society Board of Directors, as well as members of the community representing athletes and sport and community leaders, will assess applications to the Fund based on pre-determined criteria, select award recipients and projects, and monitor outcomes to ensure maximum benefit to the sport community.

Powering Potential: Your Role

The BC Winter and BC Summer Games and Team BC have positively impacted the lives of hundreds of thousands of people and inspired exceptional experiences through sport. Now, as we celebrate 40 years of unique and memorable sporting experiences, we have an opportunity to extend our reach, leverage the momentum of the Games and maximize the power of sport in BC.

Please join us, and make an investment that will *power the potential* of athletes, teams, and communities across British Columbia.

The BC Games Society is a member organization of Sport BC.
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