



**Minutes of the West Shore Parks and Recreation Society  
ANNUAL GENERAL MEETING  
Thursday, June 14, 2018 in the Fieldhouse**

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**PRESENT:** Representatives from the Member Municipalities noted as follows:

Mayor Carol Hamilton (*City of Colwood*)  
Mayor Ken Williams (*District of Highland*)  
Mayor David Screech (*Town of View Royal*)  
Mayor John Ranns (*District of Metchosin*)  
Councillor Denise Blackwell (*City of Langford*)

**CAOs, DIRECTORS AND STAFF PRESENT:**

CAO, Ian Howat  
CAO, Lorraine Hilton  
CAO, Darren Kiedyk  
CAO, Lisa Urlacher  
CAO, Kim Anema  
Director Ed Watson (Chair)  
Director Rob Martin  
Director Leslie Anderson  
Director Lilja Chong  
Director Moralea Milne  
Director Lanny Seaton  
Director Lana LeBlanc  
Director Roger Wade  
Director Ron Mattson  
Sandy Clarke, Acting Administrator  
Brian Merryweather, Manager of Human Resources  
Grant Brown, Manager of Finance  
Wade Davies, Operations Manager  
Geoff Welham, Acting Manager of Recreation  
Chantelle Tearoe, Recorder

**DIRECTORS AND STAFF ABSENT:**

Director Les Bjola  
Director Jennifer Jakobsen  
Director Allen Sturgeon  
Director Al Hood  
Director Matt Sahlstrom

**PUBLIC PRESENT:**

Linda Barnes  
Councillor John Rogers  
Councillor Kyara Kahakauwila  
Gina Frey  
Mary Brooke

**CALL TO ORDER**

1. Chair called the Annual General Meeting to order at 7:01pm.

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY MAYORS RANNS AND WILLIAMS THAT THE AGENDA BE APPROVED WITH THE ADDITION OF A SPECIAL MEMBERS'S RESOLUTION.  
**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY MAYORS HAMILTON AND SCREECH THAT THE MINUTES OF THE 2017 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.  
NO OMMISSIONS, NO ERRORS.  
**CARRIED**

**NEW BUSINESS**

4. a) **Annual Report from the Board**

*The Chair introduced Geoff Welham, Acting Manager of Recreation to present the 2017 Annual Report.*

*A power point presentation was given by Geoff Welham which included highlights of the 2017 Annual Report.*

*Some highlights include:*

1. *Strategic Priorities*

- *Strong Relationships in 2017*
  - i. *WSPR developed and conducted a contract instructor information and training session for summer camp providers.*
  - ii. *Partnerships with First Nations groups have grown and the Westshore Aboriginal Day Festival was held at WSPR on June 21<sup>st</sup>, 2017 for the first time.*
  - iii. *Staff successfully offered free programming and services to Syrian refugees that arrived in the Westshore communities.*
- *Sustainable Operations in 2017*
  - i. *We continued our focus around making our buildings environmentally sustainable by installing LED lights in many parts of our facilities and parking lots.*

- ii. *Successfully recruited for a Manager of Finance to ensure a seamless transition for the financial oversight of WSPR.*
  - iii. *Developed new opportunities for revenue generation including beer sales from the Golf Course Pro Shop, the Q Centre Summer Market, Jr. Shamrocks Tuesday Bingo, and the use of lawn bowling fields for tots' soccer in the winter season.*
- *Excellence in Service Delivery in 2017*
  - i. *We realigned the Community Recreation Program area; this involved recruitment of a Community Recreation Coordinator and a restructuring of the department to better serve and deliver community recreation programs and services.*
  - ii. *Focused on increasing the profile of Physical Literacy programs at WSPR by enhancing training opportunities for summer camp staff, after school care staff and building in an evaluation tool of our licensed programs through a grant opportunity.*
  - iii. *The Aquatic Department redesigned the private lesson format and included a value added free family admission with the purchase of a flex fit private lesson.*
- *Innovation and Leadership in 2017*
  - i. *Successfully completed the implementation of the new registration software PerfectMind.*
  - ii. *Human Resources introduced core competencies into our annual appraisal process, and piloted an appraisal form for review and feedback.*
  - iii. *An RFP was sent out regarding a concept design for the replacement of a skatepark in the Westshore, and was successfully awarded.*

## *2. Celebrating People*

- *Laura McGrath and Dan Walcom (Social Club Recreation Leaders)*
  - *Every Wednesday evening, they share their enthusiasm and hospitality with the participants and volunteers of social Club; a program for adults living with intellectual and developmental disabilities. Laura and Dan lead with their hearts, they welcome everyone with their genuine kindness and go above and beyond not because they have to but because they want to. They strive to ensure their clientele have a great experience each and every Wednesday.*
- *Rachel Pigeon (Inclusion Staff)*
  - *Being flexible, informed and supportive is a must for Inclusion staff like Rachel. They often work with two children at a time to accommodate the high number of kids attending our programs with varying abilities, which can be very challenging at times. The staff work as part of the big team and help out with other children if needed.*
- *Shirley McCuaig (Weight Room Attendant and Instructor, Group Fitness Instructor)*
  - *Shirley has her Bachelor of Physical Education and is certified through BCRPA as a Personal Trainer, Group Fitness Leader and is a Nordixx Canada Certified Pole Walking Instructor. This is her 26<sup>th</sup> year working for WSPR and she has really enjoyed her time with JDF staff and all the patrons who have become good friends. She is currently taking a nutrition course through Precision Nutrition.*

## *3. Registrations, Pass Holders and LIFE Clients by Municipality*

- *Sandy Clarke, Acting Administrator provided an overview of the chart on page 15 that shows the percentages of Pass Holders, Registrations, and LIFE Clients by Municipality.*

*The Annual Report for 2017 was distributed to all Board Members and Municipal Representatives.*

**MOVED/SECONDED** BY MAYORS RANNS AND WILLIAMS THAT THE REPORT BE APPROVED AS PRESENTED.

**CARRIED**

**b) 2017 Audited Financial Statements**

*Manager of Finance, Grant Brown presented the report:*

- 2017 was a clean audit with no outstanding matters or errors.
- The materiality level is \$200,000 and any adjustments over \$10,000 were individually recorded.
- Positions earning over \$75,000 are now listed as requested at the 2016 AGM.
- Key factors in the finances include the change in program registration systems from CLASS to PerfectMind. KPMG were pleased with how the funds were transferred over between systems and saw no errors.
- The annual passes are now realized each month instead of all at once which follows proper accounting processes. This created an increase in deferred revenue.
- There was a drop in pool and weight room admissions due to the opening of the YMCA/YWCA Westhills.
- Accounts receivables was higher due to the move to PerfectMind and the invoice process being delayed.
- 2017 showed a \$69,895 deficit.

**MOVED/SECONDED** BY MAYORS SCREECH AND RANNS TO RECEIVE THE AUDITED STATEMENTS AS PRESENTED.

**CARRIED**

**c) Appointment of an Auditor**

*Board Chair, Ed Watson presented the report:*

- Nothing to add to this report

**MOVED/SECONDED** BY MAYOR SCREECH AND COUNCILLOR BLACKWELL THAT KPMG BE HIRED FOR 2018 AS AUDITORS FOR WEST SHORE PARKS AND RECREATION SOCIETY.

**CARRIED**

**d) Standing Committee Reports**

**i. Finance**

*Chair, Ed Watson provided highlights of the report:*

- The organization operated on 2016 requisition funding for 2017, as the 2017 budget did not receive unanimous approval by the member municipalities.
- The organization is underfunded as we plan for 2019.
- There are increases that are beyond our control that include wage increases, and a new employment tax. In 2019, we will need a lift of approximately 8% to run WPSR.

**MOVED/SECONDED BY MAYORS RANNS AND WILLIAMS THAT THE FINANCE REPORT BE APPROVED AS PRESENTED.**

**CARRIED**

ii. Strategic Planning

*Strategic Planning Committee Chair, Ed Watson provided highlights of the report:*

- Nothing to add to this report.

**MOVED/SECONDED BY COUNCILLOR BLACKWELL AND MAYOR HAMILTON THAT THE STRATEGIC PLANNING REPORT BE APPROVED AS PRESENTED.**

**CARRIED**

iii. Policy

*Policy Committee Chair, Lana LeBlanc provided highlights of the report:*

- Lana LeBlanc commented that she was a new committee member as of January 2018.
- The Policy Committee's intent was to look at the board policy manual as it hadn't had a review in a few years.
- Most of the changes required were chronological including taking out the Juan de Fuca Electoral Area due to their withdrawal from membership, updating the budget figures, and facility spaces such as renaming the Q Centre, and adding the availability of the electric car charging stations outside the library. The description of the board chair was also aligned to match the special resolution passed at the last AGM. A Terms of Reference was also drafted for ad hoc committees.

**MOVED/SECONDED BY MAYORS SCREECH AND HAMILTON THAT THE POLICY COMMITTEE REPORT BE APPROVED AS PRESENTED.**

**CARRIED**

iv. Facilities Review

*Facilities Review Committee Chair, Moralea Milne provided highlights of the report:*

- Staff have worked very hard on completing documents including an update to the fleet vehicle replacement and major repairs record, a ten year maintenance plan that is a part of the PERC report and includes a record of projects completed, a facilities subsidy tracking sheet that itemizes the cost per use for all WSPR spaces. The municipalities have also submitted the recreational facilities that are available in their areas. Director, Leslie Anderson has also completed a decision framework document to support the information staff have provided.
- The curling rink is a huge subsidy and can be re-purposed, however, with a large number of recreation centres cutting out their curling rinks, what are the Olympics going to look like without Canada involved in the sport of curling. There is more than one way to look at the use of our spaces.

**MOVED/SECONDED** BY MAYORS RANNS AND SCREECH THAT THE FACILITIES REVIEW COMMITTEE REPORT BE APPROVED AS PRESENTED.

**CARRIED**

v. Skatepark

*Skatepark Committee Chair, Ron Mattson provided highlights of the report:*

- The Skatepark Committee was formed at the beginning of 2017 and worked closely with the Westshore Skateboard Coalition. An RFP request was put forward and a contract with the successful bidder, Newline Skateparks Inc. was started in October. In December, the timeframes of when the work would be done was determined. Lots of feedback was given by the community in two community meetings. The proposed design allows for three types of activities. 2D and 3D renderings will be available at the next board meeting.

**MOVED/SECONDED** BY MAYORS HAMILTON AND WILLIAMS THAT THE SKATEPARK COMMITTEE REPORT BE APPROVED AS PRESENTED.

**CARRIED**

*Mayor, David Screech asked if there is a dollar figure attached to the construction of the skatepark.*

*Acting Manager of Recreation, Geoff Welham commented that there are three areas of the skatepark build, which would cost approximately \$650,000 - \$700,000. Staff are looking at in-kind opportunities to reduce the cost.*

*Skatepark Committee Chair, Ron Mattson commented that the contract for the concept design and cost estimates was \$10,000.*

*Board Chair, Ed Watson commented that he was surprised at the number of people from the community who attended the open houses.*

*Mayor, David Screech commented that he is in support of the building of the skatepark and that the Town of View Royal is prepared to fund their portion. A skatepark is definitely needed in the Westshore.*

**e) Special Resolution re: Society Bylaws**

*Acting Administrator, Sandy Clarke summarized the report included in the package.*

The new Societies Act came into effect November 28, 2016. All organizations that are incorporated under the current Society Act must complete their transition by November, 2018.

**Some of the key changes in this transition are as follows:**

-Moving to an electronic filing system which makes it easier to file annual reports and update information.

-The new Act enhances the level of accountability of societies to their members in terms of keeping and providing access to records, as well as the disclosure of material interests (conflicts) and remuneration to directors, employees and contractors.

**MOVED/SECONDED** BY MAYORS SCREECH AND RANNS THAT THE BYLAWS OF THE SOCIETY ARE REPLACED IN THEIR ENTIRETY BY THE BYLAWS PRESENTED IN THE REPORT.

**CARRIED**

**f) Members' Special Resolution**

*Mayor, David Screech read from the PowerPoint presentation shown regarding the Members' Resolution to amend the West Shore Parks & Recreation Society bylaws as follows:*

That the Members of the West Shore Parks & Recreation Society resolve to further amend the amended bylaws by deleting section 5.3 in its entirety and replace it with the revised section 5.3 as stated below:

5.3 The number of directors shall be five (5) appointed as follows:

- (a) the City of Langford shall appoint one (1) director;
- (b) the City of Colwood shall appoint one (1) director;
- (c) the Town of View Royal shall appoint one (1) director;
- (d) the District of Metchosin shall appoint one (1) director;
- (e) the District of Highlands shall appoint one (1) director.

*Mayor, David Screech started by reading the letter that went to all of the board members.*

*This topic was discussed in camera and the decision was not unanimous. The members strongly felt that there was no choice. The owners and members' agreements are up for renewal in June 2019. The decision made was because the owners have differences. This was not about the board or staff. The owners and members' agreements need to change. The mayors are aware of the good work that goes on at WSPR. During this next stage, we will develop a strategic plan that the municipalities can agree on to put West Shore Parks & Recreation on a good footing.*

**MOVED/SECONDED** BY MAYORS SCREECH AND RANNS

**CARRIED**

**Discussion:**

*Mayor, Carol Hamilton commented that West Shore Parks & Recreation is owned by all five municipalities. The owners and members agreements are expiring in 2019 and currently there is no unanimity. We need to reach a consensus. We have heard from the community and we are short with what we are providing them. We need to look at whether it can be done differently. This not a negative reflection on the board, committees or staff. The City of Colwood discussed this during an in camera meeting to determine collectively how the facility can survive. We are willing to put aside differences for the budget. We cannot have a requisition lift that isn't planned. We are looking to work on a way forward. With the upcoming election in the fall, we thought it was best to put the CAOS on the board, then re-group after the election.*

*Mayor, Ken Williams commented that it is about creating a new relationship among the members and to look at the maximum potential for the facility.*

*Mayor, John Ranns commented that the importance of the finances is not lost on the owners. An impasse was reached, however, and we could not go forward and risk the loss of the entire facility. This decision is in support of taking action to end the impasse, to create structure in the interim in order to get us back on track. Following this stage, a reformation of the board will go forward and it won't include the CAOs. I don't anticipate it lasting more than a year, however, we will reassess in 6 months. We are looking to the CAOs to come up with a resolution. There is nothing against the board or staff, we are just following the steps in order to move the organization forward.*

*Councillor, Denise Blackwell commented that the City of Langford pays a great deal into this organization and also funds their own recreational facilities. The City of Langford spends a lot on recreation compared to other municipalities. The budget and funding is a problem and does not have anything to do with staff or the board. The owners group is the one with the issues. Nothing at WSPR moved forward until the discussion of the skatepark. It's time to reset. The citizens of the City of Langford love WSPR but they also love the facilities in Langford as well. We need to work together.*

*Mayor, Carol Hamilton commented that in appointing the five CAOS to the Board in the interim, there is an issue with GVLRA. Should we appoint one of the CAOs as one of the elected officials and representatives of the GVLRA?*

*Mayor, John Ranns commented that the CAOs sit in the GVLRA negotiations anyways. The board has been surrounded by the CAOs.*

*Mayor, Carol Hamilton commented that it would be appropriate to make the appointment and change while we have the CAOs in the room.*

*Mayor, John Ranns commented that he is in attendance at the GVLRA meetings anyways and can represent but would prefer a CAO step in.*

*Mayor, Carol Hamilton commented that if it has to be an elected official that she recommends that the CAOs discuss and work out the specifics.*

*Mayor, David Screech commented that it makes sense that a staff member can't be appointed. They are allowed in the room but are not allowed to vote. I suggest tabling it and letting the CAOs work it out and report back with a recommendation.*

*Mayor, John Ranns commented that a WSPR HR staff member attends. Other than from a voting aspect, are we concerned?*

Board Chair, Ed Watson read from the GVLRA site that a representative that is appointed must be an elected official.

*Manager of Human Resources, Brian Merryweather commented when asked that yes, he is there representing WSPR.*



*Mayor, John Ranns commented that short of voting, we take direction from the WSPR HR representative with regards to anything to do with the organization.*

**MOVED/SECONDED** BY MAYORS HAMILTON AND SCREECH THAT THE CAOS LOOK INTO THE REQUIREMENTS OF A GVLRA REPRESENTATIVE.

**CARRIED**

**OLD BUSINESS**

5. N/A

**ADJOURNMENT**

6. **MOVED/SECONDED** BY COUNCILLOR BLACKWELL AND MAYOR SCREECH THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 8:03PM.

**CARRIED**