



**Minutes of the West Shore Parks and Recreation Society
ANNUAL GENERAL MEETING
Thursday, June 20th, 2019 in the JDF Library Meeting Room**

PRESENT: Representatives from the member municipalities noted as follows:

Mayor Rob Martin (*City of Colwood*)
Mayor Ken Williams (*District of Highlands*)
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 and Director, Chris Pease
CAO and Director, Lorraine Hilton
CAO and Director, Darren Kiedyk
CAO and Director, Joe Martinago (Chair)
CAO and Director, Kim Anema
Sandy Clarke, Acting Administrator
Brian Merryweather, Manager of Human Resources
Wade Davies, Operations Manager
Geoff Welham, Acting Manager of Recreation
Bobbi Neal, Community Development Programmer
Katherine Beck, Recorder

DIRECTORS AND STAFF ABSENT:

Grant Brown, Manager of Finance

PUBLIC PRESENT:

Jimmy Miller
Marcie McLean
Members of the Juan de Fuca Curling Club

CALL TO ORDER

1. The 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 AS CIRCULATED.
CARRIED***

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY MAYORS WILLIAMS AND SCREECH THAT THE MINUTES OF THE 2018 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.
NO OMISSIONS, NO ERRORS.
CARRIED

NEW BUSINESS

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

The Chair introduced Geoff Welham, Acting Manager of Recreation to present the 2018 Annual Report. A PowerPoint presentation was given to include the following highlights:

Strong Relationships in 2018

- i. A new partnership was developed with Brookes Westshore International Baccalaureate School
- ii. Partnerships with First Nations groups were strengthened in 2018, with Westshore First Nations Indigenous People's day Festival hosted onsite
- Sustainable Operations in 2018
 - i. A facility review committee was formed and created a term of reference
 - ii. The ammonia exposure control plan was revised, and a training video was developed for staff
 - iii. Winter golf pro-shop staffing was re-aligned with the installation of a pay meter
- Excellence in Service Delivery in 2018
 - i. PLAY (Physical Literacy and You) Sooke Westshore was formed with partners from Island Health, CRD, SD 62 and PISE
 - ii. WSPR Hosted the 2019 World Junior Hockey team Canada selection camp games and practices
 - iii. West Shore Parks & Recreation was a finalist in the "Best Fitness Facility" category of the best of the West Shore awards
- Innovation and Leadership in 2018
 - i. The Rick Hansen accessibility grant was received to make accessibility improvements to the Kids Cottage outdoor play space
 - ii. Staff led an employee engagement survey which had high staff participation
 - iii. In an effort to move to a more inclusive organization, an Inclusion Committee was formed, which reviews facility spaces, programs, policies, and practices

The Annual Report for 2018 was distributed to all board members and municipal representatives.

Mayor Rob Martin inquired about what advertising was provided through the Q Centre Agreement. Acting Manager of Recreation, Geoff Welham responded that the Q Radio Station provides \$16,900 in cash annually plus an additional \$105,000 in reciprocal dollars through advertising on the Q. This includes the Rec Report, which plays 3 times daily, with a new ad developed every two weeks.

Mayor Rob Martin inquired about the length of the agreements between WSPR and the Victoria Grizzlies and Shamrocks. Acting Manager of Recreation, Geoff Welham replied that both Agreements have an end date of December 31st, 2020.

Mayor David Screech inquired about the status of the Skate Park project. Jimmy Miller introduced himself as a member of the West Shore Skatepark Coalition, and replied that a design had been selected, and that the coalition was in the process of working to secure the \$600,000 of funding required for the park's construction.

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

CARRIED

b) 2018 Audited Financial Statements

Lenora Lee, KPMG presented the report:

- 2018 was a clean audit with no outstanding matters or errors
- 2018 saw strong revenue, and West Shore Parks & Recreation is in a strong financial position.
- In 2018, the weight room expansion borrowings were re-allocated and will now be repaid over a term of 20 years.
- Increases in net revenue from the fitness department are being used to repay the unfunded TCA amount.

MOVED/SECONDED BY MAYORS SCREECH AND COUNCILLOR BLACKWELL TO RECEIVE THE AUDITED STATEMENTS AS PRESENTED.

CARRIED

c) Appointment of an Auditor

Finance Committee Chair, Kim Anema provided highlights of the report:

In 2014, KPMG was appointed as the Auditors for a 5-year term including 2019. However, an annual resolution to appoint an Auditor is required.

MOVED/SECONDED BY MAYOR SCREECH AND MAYOR WILLIAMS THAT KPMG BE HIRED FOR 2019 AS AUDITORS FOR THE WEST SHORE PARKS AND RECREATION SOCIETY.

CARRIED

d) Board Reports

i. Chair remarks

Board Chair Joe Martignago provided the following remarks:

The interim Board of Directors is comprised of the 5 CAOs from each member municipality. This structure was intended to support the review of the organization by Consultant Jonathan Huggett. The WSPR management team has worked closely with the interim board over the past year, and the chair would like to acknowledge and thank staff for their positive and professional approach to the review, and their ongoing commitment to the organization's programs and services.

ii. Finance

Finance Committee Chair, Kim Anema provided highlights of the report:

The WSPR Board was able to achieve approval for the 2018 budget. The Chair would like to thank City of Colwood staff for their assistance in ensuring use of reserves was reflected as capital not operating.

MOVED/SECONDED BY COUNCILLOR BLACKWELL AND MAYOR SCREECH THAT THE FINANCE REPORT BE APPROVED AS PRESENTED.

CARRIED

iii. Consultant Presentation

The Chair introduced Jonathan Huggett, Consultant to present on his work from 2018. The PowerPoint presentation highlighted the following:

1. Review of the Q Centre
 - a. Identify changes to the building facilities to enable a wider range of events to be accommodated.
 - b. Review the agreements with current tenants of the Q Centre.
 - c. Facilitate discussions with stakeholders regarding the use of the Q Centre for additional events.
2. Review the financial data for the various activity centres and provide recommendations to the Board regarding the continued operation of the various activity centres, having regard to costs, demand and benefits, including staffing levels.
3. Prepare communication information for the five owners to enable them to fully understand the costs and benefits of all activities undertaken by West Shore Parks & Recreation.
4. Outline any future capital investment including capital improvements (major maintenance and replacement), new facilities, repurposing facilities and discontinuing any services that may be required as part of any recommendations.
5. Propose options for the long-term governance of the Society including options to deal with disputes, majority versus unanimity of decisions, composition of the permanent board of directors.
6. Research and bring to the attention of the interim board other issues that require action.
7. Attend meetings, prepare reports and other associated activities

Mayor Rob Martin inquired about when proposed operating agreements and new board structure would be presented to owners. Director Anema responded that a definitive date has not been reached, but the target is to have draft agreements prepared for October 2019.

Mayors David Screech and John Ranns thanked Jonathan Huggett, the board, and management team for their efforts to date.

MOVED/SECONDED BY MAYORS SCREECH AND RANNS THAT THE CONSULTANT'S REPORT BE APPROVED AS PRESENTED.

CARRIED

There was discussion amongst the mayors about the Skateboard park project and funding plan. Sandy Clarke, Acting Administrator provided the following information: The board was presented with a park location and design, which was approved. The Skatepark Coalition is working to develop funding avenues and will request an opportunity to propose funding options at a future meeting.

OLD BUSINESS

5. N/A

ADJOURNMENT

6. **MOVED/SECONDED** BY MAYORS SCREECH AND WILLIAMS THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 7:54PM.
CARRIED

Adopted June 18th, 2020