

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, April 19th, 2018 in the JDF Library Meeting Room**

PRESENT: Directors Ed Watson (Chair), Allen Sturgeon, Al Hood, Rob Martin, Leslie Anderson, Moralea Milne, Jen Jakobsen, Lanny Seaton, Les Bjola, Lilja Chong, Lana LeBlanc

ABSENT: Directors Ron Mattson, Roger Wade, Matt Sahlstrom

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Wade Davies, Operations Manager
Geoff Welham, Acting Manager of Recreation
Grant Brown, Manager of Finance
Brian Merryweather, Manager of Human Resources
Rob Wilson, Acting Arena and Events Coordinator
Bobbi Neal, Community Development Coordinator
Chantelle Tearoe, Recorder

PUBLIC PRESENT:

KPMG Audit Partner, Lenora Lee
KPMG Audit Partner, Sarah Burden
West Shore Voice, Mary Brooke

CALL TO ORDER

1. The Chair called the meeting to order at 7:01pm.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS MILNE AND JAKOBSEN THAT THE AGENDA BE APPROVED WITH THE ADDITION OF THE FOLLOWING:
- FACILITIES REVIEW COMMITTEE REPORT TO THE STANDING COMMITTEES.

CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS SEATON AND JAKOBSEN THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 8TH, 2018 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

5. *Chair of the Board, Ed Watson commented:*

- There have been some large events held at WSPR recently including the 2018 Indoor Archery Championships whose organizers were very happy with the service and help they received from WSPR staff. The Slegg Contractor show was also recently held at WSPR and was well attended with the organizers also being happy with the service they received and the facilities we had to offer. This weekend is the Victoria Home Expo which adds to the revenue and has always been a successful repeat event.

- Linda Barnes has resolved her insurance dispute, which I will expand upon in the In Camera meeting.

- There is a Mayors meeting on April 30th to discuss the consultation being provided by Jonathan Huggett. There will be no representation from the board.

STANDING COMMITTEES

6. **a) Finance Committee**

1) Audited Financial Statements:

Chair, Les Bjola commented that the audited statements were received from KPMG. I have asked Sarah Burden and Lenora Lee from KPMG to stay for the board meeting to answer any questions you may have.

Manager of Finance, Grant Brown highlighted the following:

- Page 3 (Statement of Financial Position) shows the changes related to the PerfectMind transition.
- There have been changes to the deferral process with reference to the purchase of passes. The funds will be deferred throughout the life of the pass rather than only at the time of purchase.
- Employee benefit obligations has decreased due to the elimination of large amounts of sick time associated with long standing employees who have recently retired.
- Sales of services is lower due to the opening of the Westhills YMCA-YWCA and a few events that didn't happen like Rock the Shores. Expenses were higher in 2016 than 2017 due to the Pinty's Curling event.
- Administration expenses were higher due to the sick time paid out to Linda Barnes.
- Finance expenses were lower due to staffing changes.
- Reception expenses were higher due to increased staffing hours to help with the implementation of PerfectMind.
- The GL codes were moved around slightly due to re-configuring the layout of them in the Community Recreation Department. The net effect is the same.
- 2017 shows a \$69,895 deficit.

Acting Administrator, Sandy Clarke commented that it is exactly what the budget reflected, once the requisition increase 2017 was not approved.

- Page 5 (Statement of Change in Net Financial Assets) shows a deficit for 2017 and a cash surplus of \$55,000.

KPMG Audit Partner, Lenora Lee commented that the deficit is based on accounting standards of including cash and non-cash figures. Amortization is a non-cash amount. If you remove the non-cash amortization, you get a cash surplus. Funding was used to purchase working capital items and cover pre-paid expenses i.e. 2018 purchases paid for in 2017.

Director, Rob Martin asked what does the amortization of tangible assets mean.

KPMG Audit Partner, Lenora Lee commented that the society buys machines or endures major expenses that are depreciated year after year.

Manager of Finance, Grant Brown continued to highlight the following:

- Page 6 (Statement of Cash Flows) shows an increase in cash and cash equivalents by \$47,756.
- Page 9 (Notes to Financial Statements) shows detail on deferred changes on sales of services and pass sales. The seniors have increased their contribution. West Shore Rugby's deferred revenue is lowered each year as their funds are used for field rental usage.

MOVED/SECONDED BY DIRECTORS ANDERSON AND HOOD THAT THE AUDITED FINANCIAL STATEMENTS REPORT BE APPROVED AS PRESENTED.

CARRIED

Audited Financial Report:

KPMG Audit Partner, Lenora Lee commented that 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. The CUPE collective agreements expired in 2016 and WSPR is under negotiations for what the increase will be for 2016 and 2017. The estimated figure on the retro pay is approximately \$100,000. 2017 focused on a transition from CLASS to PerfectMind and there were no issues or discrepancies with any data or funds that were transitioned over. The deferred revenue is primarily on the pass sales which will be more accurate going forward as it will be recorded during the lifetime of the pass and not just at the point of sale. There are two contra agreements with radio and television that are considered a non-cash expense. They need to be recorded with their market value. Providing a recommendation that the safe located behind the reception desk be locked at all times. There was turnover in staff in the Finance Department during 2017 and therefore the information preparer and reviewer have been the same person. A new staff member is starting at the end of April 2018 which should help with the control of information. The weight room expansion deficit is slowly being re-cooperated. Satisfied with the balance and disclosure on the statements associated with the accumulated Major Repairs and Maintenance.

Chair, Ed Watson commented that the accumulated surplus is funds that the society can use. The operating surplus generated by the society under the bylaws and incorporation remains under the society's ownership and the funds can be spent as the society requires, with board approval.

Director, Les Bjola commented that aside from funds that have been put aside for a specific reason, like the funds that are put aside to repair the JDF Arena floor.

MOVED/SECONDED BY DIRECTORS MILNE AND ANDERSON THAT THE DISTRIBUTION OF THE 2017 AUDITED FINANCIAL STATEMENTS AND AUDIT FINDINGS REPORT TO THE MEMBERS OF THE SOCIETY AT THE AGM BE APPROVED.

CARRIED

2) 1st Quarterly Financial Report

Manager of Finance, Grant Brown comments the following:

- Strong for 2018.
- Timing of the adjustments are a bit different this year. Last year, the requisitions for the second quarter were received in March, this year they were received in April.
- Reduced revenue due to school pay-outs and wellness repayment.
- Programs are doing better - there is a contingency fund which includes the CUPE increase that is expected - the Q Centre, JDF Golf Course and Curling have had a good start to the year.
- The deferral process has changed for passes this year and will be deferred for the lifetime of the pass instead of at the point of sale.
- Parks and Maintenance remain the same.
- Administration is low due to being short staffed in the Finance Department.
- Major Repairs and Maintenance is behind where we were last year as there are no projects underway currently.
- On track for what is expected for 2018.

MOVED/SECONDED BY JAKOBSEN AND HOOD THAT THE 1ST QUARTERLY REPORT BE RECEIVED AS PRESENTED.

CARRIED

Chair, Ed Watson commented that the owners are discussing how the budget is crafted and are asking that we move to a system that identifies the cost per area.

Acting Administrator, Sandy Clarke commented that we currently list the revenues and expenditures for programs and maintenance, so it is in two places, but it is worth looking at reporting it in a different way.

3) 2018-2019 Fees and Charges:

Acting Arena and Events Coordinator, Rob Wilson commented the following:

- WSPR looks at the fees individually and not across the board to determine appropriate recommended increases.
- Holding monthly passes where they are in order to increase the purchase of drop-in passes and 10s and 20s punch cards.
- Changing student to youth which has been discussed regionally.
- Dis-continuing the 6-month family pass and will start a 3-month family pass to align with the rest of our passes.
- Fees will increase for outdoor and indoor facilities in order to reflect utility and wage increases.
- Wedding fees will remain the same as they were increased significantly in 2016.
- Curling bonspiel fee will move from a multiday to a 2-hour draw. Curlers may pick multiple 2-hour draws. Fee works out to be \$5 per person per game.

- Jr. Curling bonspiel used to be charged a registration fee, instead they will be charged a youth curling rental fee similar to the ice or field rentals which will make it streamlined.
- There will be a slight increase to the velodrome fee due to maintenance costs and to offset the loss of turf rental as they can't be rented out individually.
- Golf will remain the same as there is no growth in the region. We will however, look at promotional incentives. Working on a promotion with the Victoria Shamrocks and may look at including a promotion partnered with the Victoria Grizzlies as well.
- The 2018-2019 Fees and Charges will cover CUPE and the cost of living. The fees have been kept reasonable for the community and user groups.

Chair, Ed Watson commented that the comparison among the municipalities may be of interest to board members.

Acting Manager of Recreation, Geoff Welham commented that the municipality comparison was based on arena, turf, and drop-in fees.

**MOVED/SECONDED BY DIRECTORS MILNE AND ANDERSON THAT THE 2018-2019 FEES AND CHARGES BE SENT TO MEMBERS COUNCIL FOR BY-LAW ADOPTION TO BE APPROVED.
CARRIED**

b) Strategic Planning Committee

N/A

c) Policy

Chair, Lana LeBlanc commented the following:

- The committee met with Sandy and reviewed the Board Policy Manual and Board Orientation Manual for updates. The updates were straight forward and were focused on facility or chronological changes. A few historical pieces were left to be investigated in order to make sure the practice is clear. We will meet again to review the revisions that have been made.

Acting Administrator, Sandy Clarke commented that the manuals will be updated for the Annual General Meeting.

**MOVED/SECONDED BY DIRECTORS BJOLA AND ANDERSON THAT THE POLICY COMMITTEE REPORT BE APPROVED AS PRESENTED.
CARRIED**

d) Environment

N/A

e) Facilities Review Committee

Chair, Moralea Milne commented the following:

- The committee has completed a terms of reference.
- The overall purpose is to review the use of facilities, provide recommendations for the usage, and include any intended maintenance for the facility.

- The committee has completed an inventory of the facilities in the West Shore.
- The committee is going to do a review of the outdoor and indoor facilities with reference to the cost recovery on the usage.
- Staff will engage with user groups to check in on current status and any future needs.
- Director, Leslie Anderson has completed a first draft of a decision making framework.
- The committee will engage a consultant to upgrade the PERC report and provide recommendations.
- The committee will also make their own recommendations which will be brought to the board.

MOVED/SECONDED BY DIRECTORS SEATON AND STURGEON THAT THE FACILITIES REVIEW COMMITTEE REPORT BE APPROVED AS PRESENTED.

CARRIED

f) Skatepark

Community Development Coordinator, Bobbi Neal commented the following:

- Another public workshop was held last night to review the concept design. There was an overwhelming response with 55-60 people attending. The majority of the attendees were families with young children under 12 years. The public was very positive and they have felt that they have been heard. There were thoughtful comments from the children that attended that included questions regarding the inclusion of a water fountain, bike rack, and curls so the skateboards won't run into traffic.

Director, Al Hood commented that everybody that attended was positive and it was very family oriented.

Chair, Ed Watson asked what the status of getting the skatepark built is.

Community Development Coordinator, Bobbi Neal commented that Newline Skatepark Inc. is tweaking the design and then they will provide a full report on the costing. They have already provided us with grant information and fundraising opportunities. This report should be finalized in May.

Community Development Coordinator, Bobbi Neal commented that there is a large number of grants that have an application date in March.

Acting Manager of Recreation, Geoff Welham commented that Community Development Coordinator, Bobbi Neal has just applied for a BCAA grant. The West Shore Coalition is looking forward to taking this project around in search of funding.

Director, Rob Martin asked if there was discussion involving the inclusion of lights.

Community Development Coordinator, Bobbi Neal commented that there are some dim lights that surround the area but we are talking about placing extra conduits.

Manager of Operations, Wade Davies commented that we are trying to put conduits in for future.

Director, Al Hood commented that the younger attendees at the consultation brought up the possibility of a roof to cover the skatepark. Newline Skatepark Inc. replied that they would love to include a roof but that the funding would go to the park initially and the roof could come later.

Director, Rob Martin commented that he would like to have a long-term vision and ensure that there is the infrastructure to incorporate a roof and lights for the area.

Community Development Coordinator, Bobbi Neal commented that the infrastructure will be put in place to include posts for a future roof.

MOVED/SECONDED BY DIRECTORS BJOLA AND LEBLANC THAT THE SKATEPARK COMMITTEE REPORT BE APPROVED AS PRESENTED.

CARRIED

Director, Les Bjola commented that he would like to thank the staff for their work in transitioning from CLASS to PerfectMind.

Community Development Coordinator, Bobbi Neal left at 7:55pm.

OLD BUSINESS

7. N/A

NEW BUSINESS

8.

FOR INFORMATION

9. **a) Human Resources Report**

Manager of Human Resources, Brian Merryweather commented the following:

- Have started negotiations with CUPE and have met the new Provincial representative. He has reviewed our proposals and we are in good shape moving forward. The next meeting is scheduled for April 27th. Wage negotiations won't be done until everybody is through.

MOVED/SECONDED BY DIRECTORS SEATON AND CHONG THAT THE HUMAN RESOURCES REPORT BE APPROVED AS PRESENTED.

CARRIED

FOR INFORMATION ONLY

Director, Allen Sturgeon left at 8:00pm.

FOR INFORMATION

b) Administrator's Report

Sandy Clarke, Acting Administrator reported the following highlights:

- Recognizing our user groups based on the board's suggestion. Have included some user group facts in our Activity Guide and have created a campaign that was run on the radio.
- Spring break camps were successful. 17 camps were run with 180 children registered. The most popular camps were Aspiring Artists, Engineering for Kids and the Sports camps.
- A \$50,000 Sport for Life grant was received to advance physical literacy training and programs in the community. The grant was received collectively among other partners, however, WSPR staff took on the lead of coordinating the grant.
- A letter of support was written for the 2020 North Indigenous Games in Victoria. WSPR would be looked to for hosting some events.

Acting Manager of Recreation, Geoff Welham commented that he took the selection committee on a tour recently and viewed the soccer fields, walking trails, and the Q Centre. WSPR is up against Hamilton and New Brunswick for the Games in July 2020.

Acting Manager of Recreation, Geoff Welham highlighted the following:

Rock the Shores:

- Youth Programmer, Carly Bryson came up with the idea of an event, called Battle of the Bands, which we will be organizing for June 9th. We have partnered with the Zone, the Q Centre, and Atomique. The winner will play on Friday night at the Rock the Shores. Local youth bands are encouraged to send in a demo track by May 4th. There will be a panel of celebrity judges. All bands who enter, will receive tickets to Rock the Shores.

Rock the Shores:

- Rock the Shores meeting held recently with Manager of Operations - Wade Davies, Acting Arena and Events Coordinator – Rob Wilson, Parks Supervisor – Bryan Wood, Acting Manager of Recreation – Geoff Welham, Atomique, Fire Department, and BC Transit to discuss logistics for the three day show (July 12-14). There will be more kid-friendly activities included in this year's event. New additions for this year include cabanas, free LED lights to bike goers, shipping container bars and possible VIP camping.

Director, Rob Martin asked if WSPR is charging a parking fee of \$25/per day. Did we do it previously?

Acting Manager of Recreation, Geoff Welham commented that WSPR allocates some parking spots to Rock the Shores each year and they manage the parking fees for those spots.

MOVED/SECONDED BY DIRECTORS HOOD AND MILNE THAT THE ADMINISTRATOR'S REPORT BE APPROVED AS PRESENTED.

CARRIED

FOR INFORMATION ONLY

IN CAMERA

10. **MOVED/SECONDED BY DIRECTORS ANDERSON AND HOOD THAT THE MEETING MOVE IN CAMERA.**

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS SEATON AND JAKOBSEN THAT THE MEETING BE ADJOURNED AT 8:33PM.

ADOPTED MAY 10, 2018