

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, December 13<sup>th</sup>, 2018 in the Boardroom**

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**PRESENT:** Directors Joe Martignago (Chair), Kim Anema, Darren Kiedyk, Lorraine Hilton, Ian Howat

**ABSENT:** N/A

**STAFF PRESENT:**

Sandy Clarke, Acting Administrator  
Katherine Beck, Recorder

**PUBLIC PRESENT:** N/A

**CALL TO ORDER**

1. The Chair called the meeting to order at 12:58pm.

**APPROVAL OF AGENDA**

2. ***MOVED/SECONDED BY DIRECTORS KIEDYK AND ANEMA THAT THE AGENDA BE APPROVED.  
CARRIED.***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS KIEDYK AND HOWAT THAT THE MINUTES OF THE REGULAR  
MEETING HELD NOVEMBER 15<sup>th</sup>, 2018 BE ADOPTED.  
NO ERRORS, NO OMMISIONS  
CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. N/A

**STANDING COMMITTEES**

6. N/A

**OLD BUSINESS**

7. N/A

**NEW BUSINESS**

8. a) **2019 Meeting Schedule**  
***MOVED/SECONDED BY DIRECTORS ANEMA AND HOWAT THAT THE 2019 MEETING SCHEDULE BE  
APPROVED.***

**CARRIED.**

**b) Completion of 2018 Disclosure Form**

Disclosure forms were completed by the directors.

**FOR INFORMATION**

**9. a) Administrator's Report**

*Sandy Clarke, Acting Administrator highlighted the following:*

On Tuesday, November 27<sup>th</sup> WSPR's annual Staff Day was attended by 50 regular staff. Highlights included presentations by departments on their greatest challenge; biggest accomplishment; new and noteworthy work, and customer service highlights from 2018. A keynote speaker presented on managing diversity and inclusion.

WSPR Employee Engagement Survey responses have been reviewed and themes included communication, staffing, and that WSPR is a desirable place to work. In 2019 staff sessions will be conducted on ways to continue improving staff engagement.

We are preparing for the replacement of 2 long term aquatic staff who have provided supervision and leadership for the pool/fitness area for the past 38 years. Recruitment for both positions will begin early in 2019.

Occupational Health & Safety statistics for 2018 to date are strong. We are on track for our third best year since 2002 with respect to the low number of time loss injuries that have occurred.

The Maintenance department recently tested our Ammonia Response Plan with staff, Accent Refrigeration and the Colwood Fire Department. A staff member from the Maintenance department created a video outlining our Ammonia Response Plan which received excellent feedback from Worksafe BC, the Fire Department and other organizations. As regulated by Technical Safety BC, the air handling and new vent stack installation in the Arena is underway.

Aquatics and Maintenance departments are preparing for the annual Pool shutdown from December 10<sup>th</sup>-26<sup>th</sup>, 2018.

The Winter Activity Guide is out and registration for winter programs began on December 6<sup>th</sup>. The guide contains a vast collection of programs for the community to choose from, and includes an Activity Guide Survey seeking feedback on how the community receives information about WSPR programs and services.

A grant was received from the Rick Hansen Foundation allowing us to resurface the Kids Cottage outdoor play space flooring, ensuring the outdoor space is accessible for those in wheelchairs, etc.

We continue to ensure our weight room is updated with current cardio equipment, with 7 new elliptical trainers and 2 upright cycles arriving in December.

**FOR INFORMATION ONLY**

**IN CAMERA**

2. **MOVED/SECONDED** BY DIRECTORS HILTON AND HOWAT THAT THE MEETING MOVE IN CAMERA.  
**CARRIED**

Chair, Joe Martignago asked staff to leave for the duration of the in camera session other than the Acting Administrator.

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS HILTON AND HOWAT THAT THE MEETING BE ADJOURNED AT 4:30PM.  
**CARRIED**