

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, February 14th, 2019 in the Boardroom**

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

ABSENT: Chris Pease

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Geoff Welham, Acting Manager of Recreation
Wade Davies, Manager of Operations
Grant Brown, Manager of Finance
Brian Merryweather, Manager of Human Resources
Katherine Beck, Recorder

PUBLIC PRESENT:

Jonathan Huggett

CALL TO ORDER

1. The Chair called the meeting to order at 1:05PM

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS KIEDYK AND HILTON THAT THE MINUTES OF THE REGULAR
MEETING HELD JANUARY 17th, 2018 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED***

PUBLIC PARTICIPATION

4. None

CHAIRS REMARKS

5. None

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. a) Staff report on advertising at the Q Centre:

Wade Davies, Manager of Operations discussed the additional advertising opportunities at the Q Centre as presented in the staff report.

MOVED/SECONDED BY DIRECTORS KIEDYK AND HILTON THAT STAFF PROCEED WITH DEVELOPING ADDITIONAL ADVERTISING AGREEMENTS IN THE Q CENTRE ARENA AS OUTLINED IN THE REPORT, PROVIDING THE AGREEMENTS DO NOT EXTEND BEYOND 2020.
CARRIED.

NEW BUSINESS

8. a) GVPL LOA vs. JDF Library Agreement

Wade Davies, Manager of Operations commented on the following:

The JDF Library Agreement states that all JDF Library building maintenance and utilities would be recorded throughout the year, with the JDF Library invoiced for all expenses. This agreement ended in 2013, but staff were directed by GVPL staff to continue along the terms of the previous agreement in the interim.

The new GVPL LOA which was authorized in 2017 states that owners are responsible for all maintenance and operational costs aside from utilities. If WSPR is to bear the cost of the additional JDF Library maintenance, it will be an increase to our operating expenses of approximately \$46,000 in 2019.

There was discussion among the directors about the need to develop a new JDF Library Agreement to address JDF Library maintenance and operational costs.

MOVED/SECONDED BY DIRECTORS ANEMA AND KIEDYK THAT WSPR STAFF CONTACT GVPL STAFF TO RE-ESTABLISH THE JDF LIBRARY LEASE AND MAINTENANCE AGREEMENT TO INCLUDE TERMS FROM THE PREVIOUS AGREEMENT, INCLUDING 100% COST RECOVERY OF JDF LIBRARY OPERATIONAL COSTS.
CARRIED.

FOR INFORMATION

9. a) Administrator's Report

Sandy Clarke, Acting Administrator highlighted the following:

Recruitment is now complete for our Acting Aquatic/Fitness Coordinator position and the successful candidate was Katherine Beck. The recruitment of the Manager of HR will begin this month, as Brian Merryweather will be retiring in April. Brian has been an incredible asset to our organization. We hope to have this position filled by the middle of April.

The Infrastructure grant was successfully submitted for the JDF Arena, and work would be done in 2021 if we are successful with our application.

January is a busy time for programs with many people initiating a new fitness routine as part of New Year's Resolutions. Aquatic staff have recently completed a revision of procedures to include new national standards, which were implemented in January. WSPR has once again

received an \$18,000 grant to enable children ages 6-17 with developmental disabilities the opportunity to play organized hockey. This is the only program of its kind in Greater Victoria. We have also been the recipient of grant funding from Canadian Tire Jump Start and Island Health to develop our Physical Literacy training and programming, both onsite and in local elementary schools. We also received funding from the Provincial Government to run free public swims and skates on Family Day. Facilities are open but hours are reduced on the stat holiday.

Operations staff did an excellent job maintaining our facilities during the recent snow storm. Staff work to balance cost, staff safety, and our responsibility to keep facilities open to the public in these instances, and facility hours were only minimally impacted in recent days.

FOR INFORMATION ONLY

IN CAMERA

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

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

ADJOURNMENT

11. **MOVED/SECONDED BY DIRECTORS HILTON AND ANEMA THAT THE MEETING BE ADJOURNED AT 1:40PM. CARRIED**