

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, February 8th, 2018 in the JDF Library Meeting Room**

PRESENT: Directors Ed Watson (Chair), Ron Mattson, Moralea Milne, Lanny Seaton, Roger Wade, Al Hood, Lana LeBlanc, Jenn Jakobsen, Rob Martin, Lilja Chong

ABSENT: Directors Les Bjola, Leslie Anderson, Matt Sahlstrom, Allen Sturgeon

STAFF PRESENT:

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

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The Chair called the meeting to order at 7:00PM.

Chair, Ed Watson welcomed Roger Wade, who is replacing Winnie Sifert back to the Board of Directors.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS MILNE AND HOOD THAT THE AGENDA BE APPROVED AS PRESENTED.
CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS MILNE AND MATTSON THAT THE MINUTES OF THE REGULAR MEETING HELD JANUARY 18, 2017 BE ADOPTED WITH THE ADDITION OF THE FOLLOWING:

- REMOVE DIRECTOR ROB MARTIN FROM THE FINANCE COMMITTEE, AND ADD DIRECTOR AL HOOD.

***NO ERRORS, NO OMMISIONS
CARRIED***

DIRECTOR LILJA CHONG ARRIVED AT 7:01PM.

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

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

- The proposal to hire consultant John Huggett to review the WSPR Society Governance was agreed to by Mayors and put before Councils. The City of Colwood, however, has rejected the proposal with a letter stating that they felt the consultant's review didn't address the underlying financial problems. It is possible their decision could change as conversations have been happening.

Chair, Ed Watson asked Director Lilja Chong to comment on anything that could be said from the City of Colwood's In Camera Council Meeting.

Director, Lilja Chong commented that as Chair, Ed Watson described, City of Colwood Council declined the proposal as there were concerns about the consultant recommended by the City of Langford and that his review would not fix the problem.

- Suggesting that the Facilities Review Committee be put on hold due to what is going on with the owners, and because of the election cycle. Staff can compile statistics relating to usage in the meantime. The committee can be re-created in the future.

DIRECTOR, ROB MARTIN ARRIVED AT 7:06PM.

Director, Moralea Milne commented that if citizen representatives sat on the Facilities Review Committee, then it wouldn't involve the politicians who will be occupied with the upcoming election.

Chair, Ed Watson commented that he hoped that council representatives from the Board of Directors would sit on the Facilities Review Committee as the decision will need to put in front of the councils.

Director, Moralea Milne commented that the Facilities Review Committee should go forward. It doesn't mean that a recommendation needs to come out right away, but at least a review can be done.

Director, Ron Mattson asked if we have terms of reference for the committee.

Chair, Ed Watson commented that his intention is to create the terms of reference with the committee.

Acting Administrator, Sandy Clarke commented that the review and update of the Strategic Plan in April is a chance to look at a facility review and do some research on areas of the facility and how they are performing.

MOVED/SECONDED BY DIRECTORS MILNE AND MATTSON THAT A FACILITIES REVIEW COMMITTEE BE CREATED.

CARRIED

Director, Lanny Seaton commented that he doesn't see the Facilities Review Committee as a Council issue. What matters is getting the facility running properly. We need to look at alternatives. With a review, we can look at new ideas or re-jigging the way things are currently.

- Proposed closure of the Park and Ride – a couple of the Mayors have expressed concerns. We have reviewed some of the minutes between 1999-2001 which discovered a lot of debate around the creation of the park and ride, and a contract that was generated at the time. We are trying to locate a copy of the contract. Acting Administrator, Sandy Clarke has contacted the CAO from the City of Colwood asking if they have a copy. We will be approaching the CRD for the contract as well in order to see what the restrictions are on the title of the property.

Director, Rob Martin commented that the contract from 1999 is being looked for by the City of Colwood.

STANDING COMMITTEES

6. a) Finance Committee

Acting Administrator, Sandy Clarke commented the following:

- The revised 2018 budget package was approved at the last Board Meeting indicating a \$0 requisition increase and the shortfall being taken out of the reserve. The revised 2018 budget packages were sent to all Mayors and Councils, and CFOs. The District of Highlands and the District of Metchosin have both approved the 2018 budget.

- Manager of Finance, Grant Brown and Acting Administrator, Sandy Clarke will be delivering presentations to the City of Colwood and the Town of View Royal in the next two weeks.

Director, Lanny Seaton commented that the City of Langford has approved the revised 2018 budget.

b) Strategic Planning Committee

Acting Administrator, Sandy Clarke highlighted the following:

- The Community Recreation team did a presentation at the last Board Meeting.

- Director, Lanny Seaton had commented that we could contact Westhills for availability of space, which we did. They however, only have space during the day and not the evening.

- We talked to Belmont High School about teen programming. There is a new principal who is excited about possible programming and partnerships with WSPRS.

c) Policy

- N/A

d) Environment

- N/A

e) Skatepark

Chair of the Skatepark Committee, Ron Mattson highlighted the following:

- There was a meeting on January 22nd, 2018 to discuss the initial design. The design will include a linear street style for tricks and obstacles, a pool style and a flow area. There will be a spot for beginners and a spot for the more advanced. The first set of drawings should be completed by the first week in March, where another meeting will be had. All Board Members are welcome to attend once the date is confirmed.

**MOVED/SECONDED BY MILNE AND JAKOBSEN THAT THE REPORTS BE APPROVED AS PRESENTED.
CARRIED**

OLD BUSINESS

7. a) Change in Board Meeting dates for June 2018 and September 2018

Acting Administrator, Sandy Clarke commented on the following:

- June 21st is Aboriginal Day and as activities within the Municipalities are scheduled, the AGM and Board Meeting will move to June 14th unless anybody opposes.

- No opposition was shown by Board Members.

- The September Board Meeting is currently scheduled on the 13th, however, the UBCM (Union of BC Municipalities) is scheduled for the same day. The Board Meeting will move to September 6th or 20th.

- *Chair, Ed Watson recommended September 20th.*

- *Acting Administrator, Sandy Clarke confirmed that the meeting would move to September 20th.*

- *Chair, Ed Watson commented that we would make sure that the WSPR Board Christmas Social did not conflict with the City of Langford Christmas party this year.*

b) Park and Ride Update

Acting Administrator, Sandy Clarke commented on the following:

- Acting Administrator, Sandy Clarke and Manager of Operations, Wade Davies attended the Park and Ride Open House, held at Colwood City Hall.

MOVED/SECONDED BY DIRECTORS SEATON AND MATTSON THAT THE OLD BUSINESS UPDATES BE APPROVED AS PRESENTED.

CARRIED

NEW BUSINESS

8. **a) Sledge Hockey Acknowledgement**

Acting Administrator, Sandy Clarke highlighted the following:

- An article about the program was recently in the Goldstream Gazette.
- The program offered at WSPR is unique to the area and is offered every Saturday (for now). Inclusion and accessibility is an important issue and is getting discussed a great deal.

FOR INFORMATION

9. **a) Human Resources Report**

Manager of Human Resources, Brian Merryweather commented on the following:

- The Finance Supervisor has resigned, which has left Manager of Finance, Grant Brown to re-structure the Finance Department. The Finance Supervisor position will be reviewed and changed into an Account Clerk position.

FOR INFORMATION ONLY

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b) Administrator's Report

Sandy Clarke, Acting Administrator reported the following highlights:

- Acting Manager of Recreation, Geoff Welham and Acting Administrator, Sandy Clarke attended the Administrator's Conference in Harrison in early January.
- Manager of Operations, Wade Davies was notified by WSPR Staff and City of Colwood Emergency Coordinator when the Tsunami Warning was made. The JDF Senior's Centre is used as a reception centre and about 60-70 people showed up.
- The West Shore Family Learning Tour was held on January 27th and we participated by offering free activities at three locations (StoryWalk/10 Month Preschool Program Open House at the JDF Recreation Centre, blackberry painting and other artistic activities at both the Neighborhood Learning Centre at Royal Bay and Centennial Centre).
- Received a grant from the BC Government for Family Day on February 12th, which will allow us to offer a free swim, free skate and an arts literacy station in the lobby of the recreation centre.
- The Community Recreation team is currently applying for the Canada Summer Jobs grant that will help fund some summer positions.
- The Parks department is building blue bird boxes and once up, they will be monitored for activity.

MOVED/SECONDED BY DIRECTORS MILNE AND JAKOBSEN THAT THE REPORTS BE APPROVED AS PRESENTED.

CARRIED

FOR INFORMATION ONLY

- Chair, Ed Watson commented that he will look to the Board of Directors to set up the intentions for the terms of references for the Facilities Review Committee.

ADJOURNMENT

10. **MOVED/SECONDED** BY DIRECTORS WADE AND MATTSON THAT THE MEETING BE ADJOURNED AT 7:29PM.

CARRIED