



BOARD OF DIRECTORS

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, January 18th, 2018 in the JDF Library Meeting Room**

PRESENT: Directors Ed Watson (Chair), Al Hood, Ron Mattson, Lana LeBlanc, Lanny Seaton, Allen Sturgeon, Moralea Milne, Matt Sahlstrom, Leslie Anderson, Lilja Chong, Winnie Sifert

ABSENT: Director Rob Martin, Jenn Jakobsen, Les Bjola

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
Nicky Brown, Recreation Coordinator
Carly Bryson, Recreation Programmer
Jeff Speed, Recreation Program Assistant
Bobbi Neal, Recreation Programmer
Katherine Salmons, Recreation Programmer

PUBLIC PRESENT: N/A

CALL TO ORDER

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

CHAIRS REMARKS

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

- Ed Watson welcomed everyone to 2018.
- New appointment to the Board of Directors is past Alternate, Lana LeBlanc representing the City of Colwood as a citizen. Lana has a Masters in Public Health Policy.
- Arnie Hamilton has completed his term on the Board of Directors.
- Ed Watson let it be known that he was letting his name stand for Chair of the WSPRS Board of Directors for another year.
- An owners meeting was held on December 15th, 2017 with the Mayors and CAOs. Two motions were brought forward. The first – make a change to the budget to reflect a \$0 requisition and use

the reserve to fill the shortfall. The second – hire the consultant proposed by City of Langford to review the Governance and management of WSPR. The motions will be brought to councils for their consideration and approval. If you would like a copy of the consultant’s proposal, see Ed Watson.

ELECTION OF OFFICERS

3. Ed Watson turned the election over to Acting Administrator, Sandy Clarke.

Acting Administrator, Sandy Clarke commented that the Society Act is going through a transition that requires citizen appointees to sign a letter consenting to act as a Director if they were not present during the acclamation. We will circulate letters to those directors for their signatures.

a) Chair

Nominations were called for Chair.

Director, Moralea Milne nominated Director, Ed Watson (seconded by Director, Ron Mattson).
Director, Ed Watson accepted the nomination.

The Acting Administrator called three times for further nominations and hearing none, Director, Ed Watson was elected as Chair.

Director, Ed Watson assumed the Chair at this time.

b) Vice-Chair

Nominations were called for Vice-Chair.

Director, Moralea Milne nominated Director, Leslie Anderson (seconded by Director, Ron Mattson).
Director, Leslie Anderson accepted the nomination.

The Chair called three times for further nominations and hearing none, Director, Leslie Anderson was elected as Vice-Chair.

c) Finance Chair

Nominations were called for Finance Chair.

Director, Moralea Milne nominated Director, Les Bjola (seconded by Director, Leslie Anderson).
In his absence, the Chair confirmed Director, Les Bjola has expressed acceptance of the nomination via a previous discussion.

The Chair called three times for further nominations and hearing none, Director, Les Bjola was elected as Finance Chair.

APPOINTMENTS

4. a) GVLRA Representative and Alternate

The Chair called for a volunteer for the Greater Victoria Labour Relations Association Representative.

Director, Leslie Anderson expressed interest in continuing on as the GVLRA Representative.
Director, Leslie Anderson was appointed as the GVLRA Representative.

The Chair called for a volunteer for the Greater Victoria Labour Relations Association Alternate. Director, Ron Mattson expressed interest in continuing on as the GVLRA Alternate. Director, Ron Mattson was appointed as the GVLRA Alternate.

b) Standing Committees

Chair, Ed Watson asked that Directors remain on the same committees as previous, with a few changes.

The Chair and the Administrator announced the following appointments to the Standing Committees (Finance; Strategic Planning; Policy; Environment; Skatepark):

- **Finance:** Director Les Bjola (Chair), Director Al Hood, Director Moralea Milne, Director Leslie Anderson, and Director Ron Mattson.
- **Strategic Planning:** Chair Ed Watson (Chair), Director Jen Jakobsen, and Director Rob Martin.
- **Policy:** Director Lilja Chong, Director Moralea Milne and Director Lana LeBlanc.
- **Environment:** Director Moralea Milne (Chair), Director Lilja Chong, and Director Jenn Jakobsen.
- **Skatepark:** Director Ron Mattson (Chair), Director Al Hood, and Director Jenn Jakobsen.

Chair, Ed Watson proposed a new committee, Facilities Review, which would look at what services we provide, what the public is looking for, and how many people use each service. If you have an interest in serving on this committee, please talk to Chair, Ed Watson.

APPROVAL OF AGENDA

5. ***MOVED/SECONDED*** BY DIRECTORS STURGEON AND MATTSON THAT THE AGENDA BE APPROVED WITH THE ADDITION OF THE FOLLOWING:

- An update to the Park and Ride under New Business (10c).

CARRIED

APPROVAL OF MINUTES

6. ***MOVED/SECONDED*** BY DIRECTORS HOOD AND STURGEON THAT THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 14TH, 2017 BE ADOPTED.

NO ERRORS, NO OMMISIONS

CARRIED

PUBLIC PARTICIPATION

7. N/A

STANDING COMMITTEES

8. a) Strategic Planning

Acting Administrator, Sandy Clarke commented that the current Strategic Plan is from 2016-2020. Each year, we provide quarterly updates.

The Community Recreation team gave a PowerPoint and audio presentation, outlining the areas their portfolio covers and some highlights from each area.

Discussion:

Director, Al Hood asked what WSPR is providing for teens?

Recreation Program Assistant, Jeff Speed answered that WSPR provides a safe space for teens to hang out and play games like Wii.

Recreation Programmer (Youth and Teens), Carly Bryson commented that currently she is creating partnerships with schools like Belmont, and Royal Bay. Leadership courses during summer camps are being re-evaluated and changes are being made to include courses with life skills such as how to create a resume, attend an interview, and participate in group dynamics. At this point, we are talking with youth and staff at the schools, asking what they want so we can provide the requested programs.

Recreation Programmer (Youth and Teens), Carly Bryson commented that the Neighbourhood Learning Centre at Royal Bay has a space that teens can use during lunch and after school. They often use the space to hang out and relax. We are looking to develop the space further.

Recreation Coordinator, Nicky Brown commented that the teens are looking for an unstructured space such as a gym to hang out in. We have access to the school gyms but the kids don't want to go back to the school to hang out.

Recreation Programmer (Youth and Teens), Carly Bryson commented that she is also talking with youth at non-traditional schools to find out what they are looking for as well. Hoping to partner with the schools and possibly provide transportation to WSPR in order to provide them with activities such as the pool or weight room. Our aim is to figure out whether transportation or cost is the barrier and how we can help to get them engaged.

Recreation Programmer (Youth and Teens), Carly Bryson commented that the Inter-Municipal Committee met to discuss using the resources of the other recreation centres. Recently, we used the Boys and Girls facility for the Snow Ball Dance and we are discussing the possibility of using a gym within a recreational space to hold a dodge tournament. We are also looking at ways to bring youth to our spaces.

Director, Allen Sturgeon asked if similar programs being held at Royal Bay will be held at Belmont.

Recreation Programmer (Youth and Teens), Carly Bryson commented that this is our hope. She is talking with the Belmont School Principal tomorrow to discuss options. We would like to see them have a space where youth could wait for the bus or a lunch time program could be provided. Belmont youth may have different needs. We are hoping to hear from the staff and students as to what kind of programs they would be interested in.

Director, Lanny Seaton commented that the rugby team is no longer using the dry floor at Westhills. That space may be available for use for WSPR programs.

Chair, Ed Watson asked if the numbers for the pottery programs are growing.

Recreation Programmer (Arts and Culture), Katherine Salmons commented that, yes the waitlists for the arts programs are growing and the numbers in the dance classes have doubled.

Chair, Ed Watson asked if there is an increase in numbers in the general programs.

Recreation Coordinator, Nicky Brown commented that there is lots of ebb and flow with the different age groups each year.

Director, Leslie Anderson thanked the Community Recreation Team for their presentation.

Director, Ron Mattson also thanked the Community Recreation Team for the programs they are providing youth in the community.

b) Skatepark

Chair, Ron Mattson highlighted the following from the report included in the Agenda Package:

- New Line is firming up its 12 week process for the conceptual design.
- A project start-up meeting is planned for Monday, January 22nd at 6PM in the boardroom of the JDF Recreation Centre.
- A workshop will be held in March to provide 2D drawings for public feedback.
- A second workshop will be held in April to present a 3D rendering of the skatepark and receive feedback.
- Design project completion is anticipated for May.

c) Policy

- N/A

d) Environment

Chair, Moralea Milne commented that she has been talking with Bryan Woods and Lana Carlson regarding including interpretive signage on the trail.

e) Finance

Acting Administrator, Sandy Clarke highlighted the following:

- Acting Administrator, Sandy Clarke sent a budget review report in the Agenda Package.

- The 2018 budget that was last approved and sent to councils included a 4.15% increase.
- A special meeting was held on December 15th with the Mayors and CAOs:
 - A proposal for a review of the governance and management of the recreational facilities operated by WSPRS was discussed.
 - A motion was passed to revise the budget and hold the requisition at \$0 for 2018 while a review of the governance was done. The budget shortfall would come from the reserve fund. This motion would result in an increase in the reserve transfer of \$206,445 with an additional \$21,406 due to the withdrawal of the Electoral district, for a total of \$227,851. KPMG was able to confirm the status of the reserve, and that the society can use the reserve for this purpose.
 - The 2018 Budget Package you have received has the following changes:
 - The amended requisition dollars are back to the values from 2016 minus the \$21,406 from the CRD's contribution and the transfer from the reserve totalling \$227,851 has been inputted, to offset the budget shortfall.

Discussion:

Director, Moralea Milne commented that the District of Metchosin has already passed the 2018 budget as it was presented previously. Will you be sending the revised 2018 Budget to Councils?

Acting Administrator, Sandy Clarke stated that the Mayors made the motion to revise the budget. We have revised the budget and are requesting that the Board of Directors recommend the updated budget. It will then be sent to all respective Councils.

Director, Ron Mattson commented that the Board of Directors needs to vote on the revised budget presented.

Director, Allen Sturgeon asked how much funding was in the reserve account currently.

Manager of Finance, Grant Brown commented that there is approximately 2.1 million.

MOVED/SECONDED BY DIRECTORS SEATON AND MILNE THAT THE REVISED 2018 BUDGET PRESENTED BE APPROVED.

CARRIED

OLD BUSINESS

9. N/A

NEW BUSINESS

10. **a) Proposed 2018 Meeting Schedule**

Chair, Ed Watson commented that the 2018 WSPR Board of Directors meeting schedule was included in the Agenda Package and asked if there were any oppositions.

Director, Moralea Milne commented that councils could potentially have a conflict in June and September.

Acting Administrator, Sandy Clarke commented that she would look into it.

b) WSPR Facility Tour Dates

Chair, Ed Watson commented that there is one new Board Member and if anybody would like a tour to contact Manager of Operations, Wade Davies. Once a date has been confirmed, an notification will be sent out to the Board of Directors.

Manager of Operations, Wade Davies commented that he is happy to do more than one tour if that works better with everybody's schedules.

c) Park and Ride

Acting Administrator, Sandy Clarke commented that Manager of Operations, Wade Davies, Acting Administrator, Sandy Clarke, and the new Land Development Manager from the City of Colwood met to discuss the future of the land that is used for the Park and Ride.

Manager of Operations, Wade Davies commented that the land discussed is across from Wale Road, contains 120 stalls and is in the road allowance. At the moment, the City of Colwood can't do anything with the land. However, City of Colwood would like to bring it out of road allowance, and possibly re-zone it for future development. They have potential interest to build a medical building. This could cause issues with parking in JDF parking stalls from Park and Ride patrons.

Chair, Ed Watson asked how many spots are in front of the Seniors Centre.

Manager of Operations, Wade Davies commented that there are 140 stalls. The lot is full during main programming.

Director, Ron Mattson commented that BC Transit is looking for another Park and Ride in the area.

Acting Administrator, Sandy Clarke commented that there is an Open House on February 1st at City of Colwood Municipality Hall, should you want to learn more about it.

FOR INFORMATION

11. a) Human Resources Report

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

- Nothing to add to the report.

FOR INFORMATION ONLY

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b) Administrator's Report

Sandy Clarke, Acting Administrator reported the following highlights:

- Promotion started in December for our "5 for You" pass for both adults and youth. We sold out of the 500 adult passes which generated \$8,000 in revenue. Currently we are encouraging patrons to convert their 5x pass for a regular pass, where a \$15 discount will be applied.
- Registration for pre-school and school-age swim lessons are up 18% from this time last winter.
- WSPR has partnered with the Victoria Grizzlies and is offering those children who register for swim and skate lessons in January, a free child voucher (with the purchase of an adult \$10 ticket) to the January 28th game.
- The Victoria Grizzlies have paid their outstanding balances.
- The Canadian Tire Jumpstart Foundation contributes 10 million nationally to youth and has supported the delivery of schools swim lessons twice a year. We recently received an additional donation of sports equipment for our youth programs and separate funding to facilitate an 8 week program with the youth from the West Shore Learning Centre. The funding will specifically be used for equipment, staffing, and transportation.
- The Social Media Policy has been finalized.
- The pool closure identified some rust issues but the engineer determined the beams were fine and only cosmetic repairs were needed.
- Worksafe has been actively inspecting all arenas, and for the most part WSPR arenas are in good shape with respect to being prepared for an ammonia leak.

Manager of Operations, Wade Davies commented that some updates need to be made based on regulations, specifically some sheet metal work and the installation of a vestibule shower to the JDF plant.

FOR INFORMATION ONLY

ADJOURNMENT

12. **MOVED/SECONDED** BY DIRECTORS HOOD AND MILNE THAT THE MEETING BE ADJOURNED AT 8:26PM.
CARRIED