

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, July 23rd, 2020 in the WSPR Fieldhouse**

PRESENT: Directors Kyara Kahakauwila (chair), Stewart Parkinson, Leslie Anderson, Roger Wade

ABSENT: Director Damian Kowalewicz

STAFF PRESENT:

Grant Brown, Administrator and Manager of Finance
Wade Davies, Manager of Operations
Geoff Welham, Manager of Recreation
April Luchinski, Human Resources Advisor
Chantelle Bremner, Recorder

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The Chair called the meeting to order at 3:09pm.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS ANDERSON AND WADE THAT THE AGENDA BE APPROVED WITH THE ADDITION OF LIBRARY MAINTENANCE AS 8.B) UNDER NEW BUSINESS.
CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS WADE AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD JUNE 18TH, 2020 BE PRESENTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. Board Chair, Kyara Kahakauwila thanked the WSPR staff for providing the tour and orientation and is looking forward to working together.

STANDING COMMITTEES

- 6 N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. a) Q Centre Allocation Policy – amendment due to JDF Arena closure

Administrator, Grant Brown commented that under normal circumstances, the Q Centre space is allocated in the following order:

- i. Major Lease Holders
- ii. Minor Sport
- iii. Adult Users
- iv. Special Events
- v. Single Bookings
- vi. Commercial Groups

Due to the fact that the JDF Arena is scheduled for immediate repair, leaving only one rentable ice surface, staff propose that the Q Centre space is allocated in the following order until the JDF Arena ice is available for use:

- i. Major Lease Holders
- ii. Minor Sport
- iii. Adult Users
- iv. Single Bookings

The re-ordering of the space allocation will help give minor sports groups more ice time that they will be losing due to the repairs of the JDF Arena.

The RFP for consulting services for the JDF Arena Improvement project has gone to tender.

***MOVED/SECONDED BY DIRECTORS PARKINSON AND WADE THAT THE Q CENTRE ALLOCATION POLICY BE AMENDED TO INCLUDE THE TEMPORARY RE-ORDERING AS SUGGESTED BY WSPRS STAFF UNTIL THE REPAIRS TO THE JDF ARENA ARE COMPLETED AND THE SPACE IS AVAILABLE FOR USE.
CARRIED***

b) Library Maintenance

Manager of Operations, Wade Davies asked the board of directors for approval to spend the funds given to the library from municipal councils for needed repairs that include the replacement of two air handling units and the repair of the leaking skylights.

***MOVED/SECONDED BY DIRECTORS WADE AND PARKINSON THAT APPROVAL BE GIVEN TO WSPRS STAFF TO COMMISSION REPAIRS TO THE JDF LIBRARY THAT INCLUDE THE REPLACEMENT OF TWO AIR HANDLING UNITS AND THE REPAIR OF THE LEAKING SKYLIGHTS.
CARRIED***

It was suggested by the board of directors that a small administration fee be added for staff time on the repairs.

FOR INFORMATION

9. N/A

IN CAMERA

10. N/A

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS WADE AND PARKINSON THAT THE MEETING BE ADJOURNED AT 3:23PM.
CARRIED

Adopted September 10th, 2020