

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, March 12th, 2020 in the WSPR Fieldhouse**

PRESENT: Directors Joe Martignago (Chair), Kim Anema, Lorraine Hilton, Donna Petrie, Robert Earl

ABSENT: Director Darren Kiedyk

STAFF PRESENT:

Grant Brown, Administrator and Manager of Finance
Wade Davies, Manager of Operations
Geoff Welham, Manager of Recreation
Chantelle Bremner, Recorder

PUBLIC PRESENT:

N/A

CALL TO ORDER

1. The Chair called the meeting to order at 3:00pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS ANEMA AND HILTON THAT THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 13TH, 2020 BE PRESENTED.***
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. Chair, Joe Martignago thanked Director Anema for the organization of the renewal of the owners/members/operating and maintenance agreements.

Chair, Joe Martignago asked staff if they know of other recreational centres in the region who are showing concerns regarding Covid-19.

Administrator and Manager of Finance, Grant Brown commented that WSPRS have relented on the cancellation policy for all programs and are allowing patrons to withdraw without penalty. Staff are

monitoring the numbers in programs currently and are adjusting staffing accordingly. Maintenance staff are increasing the frequency of the cleaning of public touch points and the cleaning of program equipment. Events will be assessed and some may cancel on their own.

City of Langford commented that a health and safety committee has been organized to plan preventive measures and are taking direction from the Health Authority.

STANDING COMMITTEES

6. a) Finance Committee

Administrator and Manager of Finance, Gant Brown highlighted the following:

The 2020 WSPRS budget has been passed by everybody other than the City of Colwood, who has indicated that it will be passed by May 15th, 2020. Director Earl was asked to have the budget passed earlier if possible.

The 2020 WSPRS budget has been amended due to the addition of two successful grants. A report has been attached with details.

MOVED/SECONDED BY DIRECTORS ANEMA AND HILTON THAT THE AMENDED 2020 WSPRS BUDGET BE APPROVED AS PRESENTED.

CARRIED

Directors commented that councils will pass the approval of the amended 2020 WSPRS budget and will send the resolutions to WSPRS staff.

OLD BUSINESS

7. a) Governance Agreement Updates

Director, Kim Anema highlighted the following:

Signed copies of the updated agreements will be sent to WSPRS staff and each municipality and recommendations for any necessary changes to the Society Act will be put together and passed by the board of directors.

There was discussion around moving the WSPRS Annual General Meeting from June 11th to June 18th and it was confirmed that this would be done.

NEW BUSINESS

8. a) Municipal Co-Applicant for Grants

Administrator and Manager of Finance, Grant Brown commented on the following:

In the past, WSPRS has worked closely with the City of Colwood in grant funding applications. Administrator and Manager of Finance, Grant Brown asked if other municipalities would like WSPRS to work with them on a rotating basis if the grant requires municipal association.

The board of directors representing the municipalities other than the City of Colwood, commented that they are happy if WSPRS works with City of Colwood solely.

b) Liquor Licence

Manager of Operations, Wade Davies commented on the following:

Due to the upcoming renovations, WSPRS staff began the process of updating the liquor licence and discovered that updates were required as a result of the changing board. WSPRS staff have managed to keep the liquor licence current with a letter from Mayor Rob Martin as a past director and current owner representative. Manager of Operations, Wade Davies commented that all five directors will need to be added to the liquor licence as soon as possible.

There was a board discussion on when the appointments would be made and it was determined that the decision would be confirmed for each municipality by the WSPRS Annual General Meeting.

FOR INFORMATION

9. a) Administrator's Report

Administrator and Manager of Finance, Grant Brown highlighted the following:

Administration/Human Resources

Human Resources has begun work on a departmental orientation for new hires. By doing so, staff will ensure each new hire has been trained in departmental policies and procedures. Department-specific training will continue to be the responsibility of each department.

The finance team had a successful year end and are currently hosting the KPMG auditors.

The recruitment for the Finance Manager position has closed and interviews are being conducted. Summer camp staff recruitment is underway. There are a few vacancies in operations, which will be posted over the coming weeks. The competition for the Inclusion Program Supervisor has closed and interviews are scheduled. The Recreation Program Assistant position has been filled and the successful applicant will begin in early March.

Operations

The operations team have been working with contractors in preparation of the pool air handling unit replacement that was delayed to 2020 from 2019, as well as working with an engineering firm to prepare for the JDF arena floor replacement in 2021.

Staff submitted a "Notice of Intent" on the BC Bid website expressing intent to award a contract to VDA Architecture Inc. (VDA) to provide architectural services including architectural, electrical, structural, mechanical, civil, code, building envelope, code services for the renovation and creation of the Juan De Fuca Recreation Centre Childcare Centre.

An Active Transportation grant submission was completed through the Ministry of Transportation with the hopes of securing 50 % of the project cost (\$10,000) to install a new bike shelter at the front entrance of the JDF Rec Centre.

Programs

The upswing in aquatics programs and attendance continues in the first quarter of 2020. There are large waitlists for swimming lessons and staff are working to accommodate the increased demand.

We will be offering lifeguard courses for the first time in quite some time, which may assist in staff recruitment.

Skating lessons are also in high demand and instructors are being hired to accommodate more lessons. The Q Centre is busy with both the Wolves and Grizzlies entering playoffs.

Staff have been busy submitting grant applications. One was submitted for funding from Co-op Community Spaces for a total of \$75,000 as a fundraising measure for the new skatepark build. As well, staff applied for a Focus Grant in order to continue operating Wild about Wellness; a physical activity and counselling program for youth with anxiety and depression and to also provide outreach physical activity opportunities for at-risk youth in our community.

Support beams were installed in the Indoor Sports Complex (ISC) as the first of a two-step process to have the new basketball hoops put up. Cascadia will be back mid March to install the hoops.

FOR INFORMATION ONLY

IN CAMERA

10. **MOVED/SECONDED** BY DIRECTORS HILTON AND PETRIE THAT THE MEETING MOVE IN CAMERA AND THAT THE STAFF STAY.

CARRIED

THAT there is a need to have a meeting closed to the public and persons other than the West Shore Parks & Recreation Board of Directors, and staff and those identified under section 1.(2)(b) negotiations between West Shore Parks & Recreation and a third party and section 1.(1)(c). labour relations or other employee relations.

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS EARL AND ANEMA THAT THE MEETING BE ADJOURNED AT 4:22PM.

CARRIED