

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, May 10<sup>th</sup>, 2018 in the JDF Library Meeting Room**

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**PRESENT:** Directors Ed Watson (Chair), Lana LeBlanc, Leslie Anderson, Moralea Milne, Roger Wade, Aaron Weisgerber (View Royal Councillor – alternate), Al Hood, Lanny Seaton

**ABSENT:** Directors Ron Mattson, Rob Martin, Matt Sahlstrom, Lilja Chong, Les Bjola, Allen Sturgeon, Jen Jakobsen

**STAFF PRESENT:**

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

**PUBLIC PRESENT:**

**CALL TO ORDER**

1. The Chair called the meeting to order at 7:01pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED*** BY DIRECTORS SEATON AND HOOD THAT THE MINUTES OF THE REGULAR MEETING HELD APRIL 19<sup>TH</sup>, 2018 BE ADOPTED.  
*NO ERRORS, NO OMMISIONS*  
***CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

**CHAIRS REMARKS**

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

- The Baby Fair was last weekend and looked like a busy event.
- The Mayors and CAOs met on April 30<sup>th</sup> with the consultant, John Huggett. The meeting went well. Mayor Screech sent an email on behalf of the owners, saying the follow:

The owners group wish to convey that they remain committed to resolving the issues and disagreements between them regarding West Shore Parks & Recreation. They collectively recognize that West Shore is a first class facility that we all take pride in. In the coming months, the owners will be working on finalizing new agreements for West Shore. In the meantime, we thank the board and the staff for their work and support.

- Talked to consultant, John Huggett. He is finalizing his report and will be meeting with the Mayors again. Not sure of the timeline but the suggestion was that the report would be finalized by the Annual General Meeting.
- The AGM is on June 14<sup>th</sup>, 2018. Please make sure the Mayors from your represented municipality are coming and that agenda items have been sent in. A reminder that there will be a board meeting afterwards.
- Ed mentioned that he will be away for four weeks, starting tomorrow. Vice Chair, Leslie Anderson will fill in as Chair in the meantime.

#### STANDING COMMITTEES

##### 6. a) Finance Committee

*Chair, Les Bjola commented the following:*

N/A

##### b) Strategic Planning Committee

*Chair, Ed Watson commented the following:*

N/A

##### c) Policy

*Chair, Lana LeBlanc commented the following:*

- The Policy Committee met and finalized changes to the Board Policy Manual. A report will be provided at the AGM regarding the changes.

##### d) Environment

*Chair, Moralea Milne commented the following:*

- The work of the environment committee is now in the hands of staff, and they are doing the work.

##### e) Skatepark

*Acting Manager of Recreation, Geoff Welham commented the following:*

- On May 8<sup>th</sup>, 2018, we received the revised 3D conceptual design along with 3 different versions of the estimated construction budgets. Community Development Coordinator, Bobbi Neal is setting up a meeting with the Westshore Skatepark Coalition and board sub-committee to discuss funding

options. Funding options to consider will be brought to the board meeting in June and a report with recommendations will be brought to the board meeting in September.

*Acting Manager of Recreation, Geoff Welham commented that Phase 1 and 2 can be done first with Phase 3 including amenities done at a later date.*

*Chair, Ed Watson asked if naming requests had been put into place.*

*Acting Manager of Recreation, Geoff Welham commented, no.*

*Director, Lana LeBlanc commented that quite often grants will ask if there is a naming request option.*

*Acting Administrator, Sandy Clarke commented that staff would like to take a look at the project, decide what can be done in-house in order to reduce the cost. Staff will go back to the Westshore Skatepark Coalition and board regarding funding and will come back with a comprehensive plan.*

#### **f) Facilities Review**

*Chair, Moralea Milne commented the following:*

- The Facilities Review Committee met last night. We have completed the Terms of Reference, the Inter-Municipal Inventory, and staff began a review of the facility usage and its cost recovery, which we are still tweaking. Director, Leslie Anderson completed a decision making framework. We have not yet engaged with the user groups as we are thinking of the right questions to ask and who will be asked.

- Acting Administrator, Sandy Clarke has had an initial conversation with the person who developed the PERC report, however, we need more information before going forward with an update to the document.

*Chair, Ed Watson commented that it would be helpful to get complete information to the owners to help with their decision while consulting with John Huggett.*

*Acting Manager of Recreation, Geoff Welham commented that we have a good foundation of information that needs more detail added.*

*Chair, Ed Watson asked if a report could be presented at the AGM.*

*Director, Leslie Anderson commented that perhaps we can provide a summary of what we are gathering and include some initial figures.*

**MOVED/SECONDED BY DIRECTORS SEATON AND ANDERSON THAT THE COMMITTEE REPORTS BE APPROVED AS PRESENTED.**

**CARRIED**

#### **OLD BUSINESS**

7. N/A

#### **NEW BUSINESS**

8. **a) BC Societies Act – Bylaw/Constitution update**

*Acting Administrator, Sandy Clarke showed a Powerpoint presentation itemizing the changes that are being made to the Bylaws and Constitution as part of the required transition before November 2018. Acting Administrator, Sandy Clarke met with member CAOs to thoroughly review and discuss the changes and updates.*

**FOR INFORMATION**

9. **a) Human Resources Report**

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

- Cupe Negotiations
  - Manager of Human Resources, Brian Merryweather and Manager of Operations, Wade Davies met with CUPE on April 30<sup>th</sup>, 2018. The issues dealt with were mostly to do with housekeeping. We will know what the decision is from CUPE when they meet with either our Local or Local 374 regarding a final offer.

***MOVED/SECONDED BY DIRECTORS SEATON AND MILNE THAT THE HUMAN RESOURCES REPORT BE APPROVED AS PRESENTED.***

***CARRIED***

***FOR INFORMATION ONLY***

**FOR INFORMATION**

**b) Administrator's Report**

*Sandy Clarke, Acting Administrator reported the following highlights:*

- WSPR has had some large events like the Indoor Archery Championships who were extremely happy with the staff and the facility and have already booked for next year. 3 other large scaled events were held at WSPR recently, 2 of which were unbudgeted.
- WPSR received \$50,000 from the Sport for Life grant which promotes physical literacy. The grant was received in partnership with School District 62, PISE, Island Health and the CRD. A further grant was received from Island Health that supports PISE and WSPR staff members mentoring teachers on the inclusion of physical literacy programs in the schools.
- Have received support from Canada Summer Jobs for 19 summer positions, 2 of which are Parks Attendants.
- The Regional May Pass is currently on sale for \$25 and provides access to all 14 Regional Recreation Centres for the month of May. If you convert the May Pass to an annual pass, a discount of \$25 is applied.
- Maintenance has been working on the Worksafe and Technical Safety BC issues that have come up around ammonia procedures and practices. We are progressing well.

- The LED highway sign has been ordered and will be replaced in June. The current sign is 10 years old. The new sign will cost \$100,000 to replace but generates \$45,000 in sales annually.

- The ball diamonds have received new score clocks. The ball club is paying 50% and WSPR is paying the other 50% to support this addition.

*Chair, Ed Watson asked if the money for the LED sign replacement has been budgeted for.*

*Acting Administrator, Sandy Clarke commented that yes, it is showing as a transfer from the reserve.*

**MOVED/SECONDED BY DIRECTORS SEATON AND HOOD THAT THE ADMINISTRATOR'S REPORT BE APPROVED AS PRESENTED.**

**CARRIED**

**FOR INFORMATION ONLY**

**IN CAMERA**

10. N/A

**ADJOURNMENT**

11. **MOVED/SECONDED BY DIRECTORS MILNE AND HOOD THAT THE MEETING BE ADJOURNED AT 7:33PM.**

**CARRIED**