

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, October 11th, 2018 in the Boardroom**

PRESENT: Directors Joe Martignago (Chair), Kim Anema, Darren Kiedyk, Lorraine Hilton, Ian Howat

ABSENT: N/A

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Wade Davies, Operations Manager
Geoff Welham, Acting Manager of Recreation
Grant Brown, Manager of Finance
Katherine Beck, Recorder

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The Chair called the meeting to order at 3:27pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS KIEDYK AND HILTON THAT THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 20th, 2018 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. N/A

STANDING COMMITTEES

6. a) Finance- Draft 2019 Budget

Director Anema highlighted the following:

-Draft 2019 budget was presented by staff. Recommendations made by the Finance Committee will be brought forward at each Board Meeting. Motions arising from the Finance Committee meeting are as follows:

MOVED AND SECONDED BY DIRECTORS KIEDYK AND HOWAT THAT THE UNFUNDED TCA BE CHANGED TO A 20 YEAR DEBT REPAYMENT PLAN WITH INTEREST, RETROACTIVE TO WHEN THE EXPENDITURES FIRST OCCURRED.

CARRIED

MOVED/SECONDED BY DIRECTORS KIEDYK AND HOWAT THAT THE MOTION PRESENTED IN THE LETTER FROM THE CITY OF COLWOOD BE ADOPTED AS PRESENTED:

“That Council...direct staff to write a letter to the Society strongly recommending that: (a) a long term capital expenditure plan be prepared with 20 year projections; and (b) a separate annual reserve requisition be calculated to fund the 20 year capital projections”

CARRIED

b) Strategic Planning – No Report

c) Skatepark – No Report

Chair Martignago inquired as to next steps for the Skatepark Coalition.

Acting Manager of Recreation Geoff Welham commented that staff had notified the Coalition of the Board's approval on September 20th for the Coalition to pursue outside funding for the Skatepark.

OLD BUSINESS

8. a) Grant application Updates

Acting Administrator, Sandy Clarke highlighted the following:

-Disability Alliance BC - Accessibility Projects Grant: An application for \$40,000 was submitted on Friday October 5th for accessibility upgrades to the JDF arena.

-Childcare Grants - There are 2 funding streams:

- (i) Childcare BC Maintenance Fund – up to \$20,000 for improvements to childcare spaces. No matching funds required. Staff will be submitting an application.
- (ii) Childcare BC New Spaces Fund – up to \$1 million dollars for public sector partnerships with non-profit child care providers. No matching funds required.

WSPR staff are meeting with the City of Colwood and the Ministry of Children and Family Development to explore opportunities for a new structure onsite, and are investigating the development of an action plan for community child care space creation using grant funding.

-Infrastructure Program - Canada/British Columbia Community, Culture and Recreation Stream: This is a cost sharing project with eligibility for 65% government funding, with a deadline of January 23rd, 2019. The grant requires Board resolution showing support and commitment of contributing the remaining 35% of funding for the proposed project.

Proposal options for the Board to consider:

- (i) JDF Arena floor, boards and bleacher seats
- (ii) Skateboard Park

Discussion was had among the board of directors regarding the two projects put forward for consideration.

MOVED/SECONDED BY DIRECTORS HILTON AND HOWATT THAT STAFF SUBMIT AN APPLICATION TO THE INFRASTRUCTURE PROGRAM GRANT – CANADA/BRITISH COLUMBIA COMMUNITY, CULTURE AND RECREATION STREAM FOR THE JDF ARENA FLOOR, BOARDS AND BLEACHER SEATS PROJECT.

CARRIED

NEW BUSINESS

9. **N/A**

FOR INFORMATION

10. **a) Administrator's Report**

Sandy Clarke, Acting Administrator highlighted the following:

-WSPR Human Resources staff have begun conducting an Employee Engagement Survey. The survey is an initiative developed from the 2016-2020 Strategic Priority of Innovation and Leadership. The results of the survey will be presented at the Annual Staff Day gathering in November. This is the first time the survey has been performed, and there are no costs to conducting the survey.

-WSPR will once again be participating in the Great BC Shake out in October, including a full evacuation and tsunami drill.

-Brookes School highlighted WSPR as a celebrated community partner at their Grand Opening in September. 250+ annual passes have been processed for students and faculty, and several streams of after school programming are being offered by WSPR staff.

-Programs and staff have been moved out of the Royal Bay Neighbourhood Learning Centre and relocated to Centennial Centre and the Juan de Fuca Recreation Centre.

FOR INFORMATION ONLY

a) News Releases

The Chair thanked the City of Colwood for the staff time and effort in developing them.

Sandy Clarke, Acting Administrator noted that an update was circulated to WSPR staff immediately prior to their release.

IN CAMERA

2. ***MOVED/SECONDED BY DIRECTORS HILTON AND HOWAT THAT THE MEETING MOVE IN CAMERA.***
CARRIED

Chair, Joe Martignago asked staff to leave for the duration of the in camera session other than the recording Secretary and the Acting Administrator.

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS HILTON AND KIEDYK THAT THE MEETING BE ADJOURNED AT 4:30PM.
CARRIED

Adopted November 15th, 2018