



**Minutes of the West Shore Parks & Recreation Society  
ANNUAL GENERAL MEETING  
Thursday, June 17<sup>th</sup>, 2021 via MS Teams**

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**PRESENT:** Representatives from the member municipalities noted as follows:

Mayor Rob Martin (*City of Colwood*)  
Mayor Ken Williams (*District of Highlands*)  
Mayor David Screech (*Town of View Royal*)  
Mayor John Ranns (*District of Metchosin*)  
Councillor and Director Roger Wade (*City of Langford*)

**DIRECTORS AND STAFF PRESENT:**

Director, Kyara Kahakauwila (chair)  
Director, Leslie Anderson  
Director, Damian Kowalewich  
Director, Stewart Parkinson  
Grant Brown, administrator  
Wade Davies, manager of operations  
Geoff Welham, manager of recreation  
Ben Currie, manager of finance and administration  
April Luchinski, manager of human resources  
Teresa Janisch, recorder

**DIRECTORS AND STAFF ABSENT:**

N/A

**PUBLIC PRESENT:**

N/A

**CALL TO ORDER**

1. The chair called the annual general meeting to order at 5:32PM.

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY MAYOR RANNS AND ACTING MAYOR WADE THAT THE AGENDA BE APPROVED AS CIRCULATED.  
**CARRIED**

### APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY MAYORS RANNS AND SCREECH THAT THE MINUTES OF THE 2020 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.  
NO OMISSIONS, NO ERRORS.  
**CARRIED**

### NEW BUSINESS

4. **a) Annual report from the board**

*Geoff Welham, manager of recreation presented the 2020 Annual Report. A PowerPoint presentation was given to include the following highlights:*

- A condensed booklet was created highlighting 2020. A new poster size report was also printed with the assumption it would be posted in municipal halls and staff offices.
- February 7<sup>th</sup>, 2020 marked the grand opening of the indoor sports complex.
- WSPR was the recipient of a \$2.8M grant from the Ministry of Children and Families, along with a \$1M grant already received from UBCM. Construction began on our newly named JDF Childcare Centre.
- JDF arena received a total of \$1.39M in grants to aid in their renovation.
- On March 17<sup>th</sup>, 2020 WSPR closed its doors due to the COVID-19 outbreak.
- A COVID drive-thru testing site was temporarily created at the 55+ seniors centre and leased by Island Health.
- Maintenance was busy completing annual maintenance and repairs of the facilities that included, but not limited to, installation of a new pool air handling unit and a pool liner.
- Westshore skatepark project presented funding requests and received support from all five municipal councils.
- WSPR program staff released an online community engagement project called “Stay@Home Family ADVENTurous Calendar” in April, and followed by a “Stay@Home Virtual Programming Series” in May. These were interactive activities to help keep families active and safe while staying @home during the pandemic.
- WSPR food and beverage team produced and distributed over 10,000 meals to the members of the West Shore community.
- WSPR golf course had exploding golf stats – there were 33,149 rounds played in 2020 compared to a total of 23,221 rounds in 2019. This was a 43% increase.

**MOVED/SECONDED** BY MAYORS SCREECH AND MARTIN THAT THE REPORT BE APPROVED AS PRESENTED.

**CARRIED**

**b) 2020 audited financial statements**

*Ben Currie, manager of finance and administration presented the report:*

- Ben Currie joined WSPR in September 2020 as the new manager of finance and administration.
- The 2020 audit had its own challenges with COVID-19 and the auditors completed everything remotely in March 2021.
- KPMG auditors deemed it a clean audit with no significant findings.

- Staff remained flexible in 2020, adjusted program offerings, reduced expenditure budgets, held spending and re-assigned duties amongst team members to ensure the year was completed in line with budget.
- The year ended with a \$123,447 operating surplus.

There was group discussion on how well staff managed to control the budget and the expenses in a very challenging year. It was a huge benefit to all five municipalities.

**MOVED/SECONDED BY ACTING MAYOR WADE AND MAYOR SCREECH TO RECEIVE THE AUDITED STATEMENTS AS PRESENTED.**

**CARRIED**

**c) Appointment of an auditor**

*Finance Committee Chair, Stewart Parkinson highlighted the following:*

- The Finance Committee recommends that the Members approve the appointment of KPMG as the auditors for WPSRS for 2021.

**MOVED/SECONDED BY MAYOR SCREECH AND ACTING MAYOR WADE THAT KPMG BE APPROVED FOR 2021 AS AUDITORS FOR THE WEST SHORE PARKS & RECREATION SOCIETY.**

**CARRIED**

**d) Board Reports**

**i. Chair remarks**

*Board Chair, Kyara Kahakauwila provided the following remarks:*

Board Chair, Kyara Kahakauwila commented, “Most consider the past year as a “year that never really happened”. And while there is some truth to feeling this way, our team at WSPR rose to the challenges presented and persevered. They adapted quickly to ever changing Public Health Orders. They made the facility a safe place for staff, our residents and patrons. Being innovative, thinking outside the “norms” they found positions to move staff too, creating a can-do environment that met the needs of our people. We have retained some key talent when other facilities have seen significant losses.

I don’t want my remarks to take away from the success expressed in the Annual Report. Honestly, I don’t feel I could say it better. To Grant and your team, thank you for working to ensure exciting projects continued, that you controlled costs, that you were creative with your HR moves and that we have succeeded in seeing the other side of the pandemic. Truly unprecedented times. I would also like to commend all staff for embracing your new board of directors. Moving from working with a group of CAO’s to elected representatives must have created its own set of uncertainties. However, you navigated the transition perfectly; your board thanks you for your support.

As the Chair of this small but mighty board of directors I want to express my gratitude for their dedication to this organization and to each other. As a team we worked together to ensure that this organization had the funds necessary to restart key programs for our residents and patrons.

Not once, but twice! Through the pandemic we completed our Strategic plan for the next 5 years, no small task given ideal circumstances.

As an organization, we are here to inclusively serve our residents. We represent diverse communities; communities that are filled with many different cultures, beliefs, passions, strengths and challenges. We are truly a partnership and as a Board, we are proud to be a part of it.”

ii. Finance

*Finance Committee Chair, Stewart Parkinson provided highlights of the report:*

- Finances are on target. Supplementary requests were discussed and reviewed by the board.

***MOVED/SECONDED BY MAYOR MARTIN AND ACTING MAYOR WADE THAT THAT THE FINANCE REPORT BE APPROVED AS PRESENTED.***

***CARRIED***

iii. Strategic Plan Update 2021-2025

*Administrator, Grant Brown provided the following report:*

The previous 5-year plan concluded in 2020. Notably, it was the most challenging year of the plan due to the COVID-19 pandemic and the restrictions that were placed on the parks & recreation industry.

The strategic priorities for 2020:

- Strong relationships
  - WSPR partnered with the Indigenous Sports, Physical Activity & Recreation Council to conduct Indigenous Active for Life training.
  - WSPR established bi-annual meetings with the owners and the CAO's.
  - WSPR worked with a multi-cultural agency, the Francophone Society of Victoria, to establish French language programming.
  - WSPR worked regionally with the WHL combine that was held in The Q Centre Arena, which was the first time it was held on the Island.
- Sustainable Operations
  - The curling rink was converted into the Indoor Sports Complex which generated 200 hours/week of use VS 20 hours/week of curling.
  - The active living guide was moved to an online platform.
  - The new recreation software replacement project was launched.
  - We deferred our policy review which included:
    - Fees & charges policy – revised April 2021
    - Asset management plan – RFP June 2021
    - Climate action plan – current sustainability policy to be updated

- Excellence in Service Delivery
  - A youth programming survey was conducted and it will be used to re-establish and expand our youth offerings this summer and fall.
  - Staff continued to work regionally with the Intermunicipal Arts Committee which included the planning of the pottery studio re-opening during COVID-19.
  - A review was conducted on our uniform standards to ensure a consistent branding.
  
- Innovation and Leadership
  - The new hire package was reviewed and from that came the development of a comprehensive orientation package to be implemented in 2021.
  - All staff moved over to Office 365.
  - Remote access was setup for supervisory staff to facilitate working from home during COVID-19.
  - Staff became a member of the Regional Inclusion Committee and participated in accessibility discussions for the region.
  - There were various fundraising initiatives and infrastructure grants were sought in order to supplement owner contributions towards a new skatepark on WSPR property.

Here is a high-level overview of the 2021-2025 strategic priorities:

Staff will provide updates to the Board twice per year. The areas of focus will remain as Strong Relationships; Sustainable Operations; Excellence in Service Delivery; and Innovation and Leadership. Work is currently being done with staff in each department to establish how each area may contribute.

- Strong relationships
  - The focus will be on internal communications between departments; external communication with the board of directors as well as the owners; external communications with customers; industry partnerships; and equitable user agreements.
  
- Sustainable Operations
  - The focus will be on a commitment to support WSPR operations while recovering from service reductions; long term maintenance and facility enhancement plan; environmental impact; and regional recreation plan.
  
- Excellence in Service Delivery
  - The focus will be on marketing strategies; evaluate WSPR core services; and technology.
  
- Innovation and Leadership
  - The focus will be on building staff morale; technology; training; and tracking systems.

It was asked if there was any information on the upcoming Shamrocks lacrosse and Grizzlies hockey seasons.

Administrator, Grant Brown indicated there would be no season this year for the Shamrocks but there would be full plans for next year. The Grizzlies are expected to have as close to a normal season in the fall, hopefully with spectators in the building.

***MOVED/SECONDED BY MAYORS MARTIN AND SCREECH THAT THE REPORT BE APPROVED AS PRESENTED.***

***CARRIED***

**OLD BUSINESS**

5. N/A

**ADJOURNMENT**

6. ***MOVED/SECONDED BY MAYORS SCREECH AND WILLIAMS THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 6:34PM.***

***CARRIED***