



Minutes of the West Shore Parks & Recreation Society
ANNUAL GENERAL MEETING
Thursday, June 13th, 2024 in the Fieldhouse

PRESENT: Representatives from the member municipalities noted as follows:
Mayor Ken Williams (*District of Highlands*)
Mayor Sid Tobias (*Town of View Royal*)
Mayor Marie-Térèse Little (*District of Metchosin*)
Councillor Dean Jantzen (*City of Colwood*)
Councillor Keith Yacucha (*City of Langford*)

DIRECTORS AND STAFF PRESENT:

Chair, Damian Kowalewich
Director, Shelly Donaldson
Director, Kim Guiry
Director (alternate), Rose Stanton
Grant Brown, administrator
Ron Dietrich, manager of operations
Geoff Welham, manager of recreation
Wei Wu, manager of finance and administration
April Luchinski, manager of human resources
Tiffany Moore, recorder

DIRECTORS AND STAFF ABSENT:

Director, Leslie Anderson

PUBLIC PRESENT:

Lenora Lee (*KPMG*)
Patrick Mangan (*Triangle Athletic Association*)
Marcie McLean (*public*)

CALL TO ORDER

- The chair called the annual general meeting to order at 6:02PM.

APPROVAL OF AGENDA

- ***MOVED/SECONDED*** BY MAYORS TOBIAS AND WILLIAMS THAT THE AGENDA BE APPROVED AS CIRCULATED.
CARRIED

APPROVAL OF MINUTES

- ***MOVED/SECONDED*** BY COUNCILLOR JANTZEN AND MAYOR WILLIAMS THAT THE MINUTES OF THE 2023 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED. NO OMISSIONS, NO ERRORS.

CARRIED

NEW BUSINESS

➤ a) Board Reports

- Chair's Remarks:

The chair highlighted the following:

- Introductions of owner representatives, board of directors and WSPR management; regrets from Councillor Anderson; welcome those in the gallery.
- Benefits of community recreation; highlights of 2023 successes; and the contributions of each department area and managers.
- The level of quality, expertise and delivery of service at WSPR makes it the "perfect place to play".

- Finance Committee:

The chair highlighted the following on behalf of Director Anderson, Finance Chair:

- 2023 budget was built to address wage increase.
- WSPR is in a good financial position.
- Membership sales, room rentals, golf revenue, and community recreation revenue are increasing.

- Strategic Plan Update 2021-2025:

Grant Brown, administrator, highlighted the following:

- Currently in year 4 of 5.
- The tracking document has become very large. This year's report includes only what has been updated or relevant to 2023. The full report is available upon request.
- Review of the strategic plan occurs twice per year.

The owner representatives briefly noted the library is a tenant on WSPR property and is not operated by WSPR; funding for the development of the next 5-year strategic plan is included in the 2025 budget plans; WSPR's ability to generate and present more comprehensive reports through the registration software is appreciated.

b) 2023 Personnel Report

April Luchinski, manager of human resources, gave a PowerPoint presentation that highlighted the following:

- Role of HR; overview of staffing; recruitment trends and challenges; exit interviews; goals; accomplishments; and solutions and plans for the future.

c) 2023 Asset Management Report

Ron Dietrich, manager of operations, gave a PowerPoint presentation that highlighted the following:

- Asset management overview and lifespan of assets; projects completed and almost completed; asset management plan updates and breakdown of expenses.

The owner representatives briefly discussed how funds are set aside for capital management, and that contributions to the reserve fund will increase annually to the goal of \$1.2M per year.

d) 2023 Annual Report

Geoff Welham, manager of recreation, gave a PowerPoint presentation that highlighted the following:

- Mission and vision of WSPR; 2023 highlights of projects, programs and services; top 10 user groups; and grant funding received.

The owner representatives inquired about trends in sport; additional funding opportunities and partnerships to support youth programming; insurance providers; and longevity of pickleball.

Grant Brown, administrator, added the following:

- Usage statistics: memberships, course registrations, drop in admissions, LIFE clients, regular clients, transactions, and visit passes/packages are on par with requisition percentages of each municipality.
- Patronage summaries of swim lessons; skating lessons; camps; and field, ice and pool hours rented was provided.
- Usage and revenue are expected to plateau due to capacity being reached, although changes in usage, efficiencies, and altered programming are possible.

The owner representatives briefly inquired about considerations for expansion and it was noted that further discussions with owner municipalities are top of mind.

e) 2023 Financial Statements

Lenora Lee (KPMG) presented the report and highlighted the following:

- Financial statements have been approved by the board of directors.
- The 2023 audit is clean and qualified with no material errors.

MOVED/SECONDED BY COUNCILLOR JANTZEN AND MAYOR WILLIAMS THAT THE FINANCE REPORT BE APPROVED AS PRESENTED.

CARRIED

f) Appointment of an Auditor

The chair commented on the following:

- Approval of an auditor is an annual requirement of the Society.

It was asked and noted that KPMG has been the auditor for WSPR since at least 2012.

MOVED/SECONDED BY MAYOR TOBIAS AND COUNCILLOR YUCUCHA THAT KPMG BE APPROVED AS AUDITORS FOR THE WEST SHORE PARKS & RECREATION SOCIETY FOR FISCAL 2024.

CARRIED

OLD BUSINESS

5. N/A

ADJOURNMENT

6. ***MOVED/SECONDED BY COUNCILLORS YACUCHA AND JANTZEN THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 7:19PM.***

CARRIED