



**Minutes of the West Shore Parks and Recreation Society
ANNUAL GENERAL MEETING
Thursday, June 22, 2017 in the JDF Library Meeting Room**

PRESENT: Representatives from the Member Municipalities noted as follows:

Mayor Carol Hamilton (*City of Colwood*)
Mayor Ken Williams (*District of Highland*)
Mayor David Screech (*Town of View Royal*)
Mayor John Ranns (*District of Metchosin*)
Councillor Lanny Seaton (*City of Langford*)

DIRECTORS AND STAFF PRESENT:

Director Ed Watson (Chair)
Director Rob Martin
Director Leslie Anderson
Director Winnie Sifert
Director Les Bjola
Director Lilja Chong
Director Moralea Milne
Director Arnie Hamilton
Director Jennifer Jakobsen
Director Allen Sturgeon
Sandy Clarke, Acting Administrator
Brian Merryweather, Manager of Human Resources
Sue Dickson, Manager of Finance
Wade Davies, Operations Manager
Geoff Welham, Acting Manager of Recreation
Chantelle Tearoe, Recorder

DIRECTORS AND STAFF ABSENT:

Director Al Hood
Director Ron Mattson
Director Matt Sahlstrom

PUBLIC PRESENT:

N/A

CALL TO ORDER

1. Chair called the Annual General Meeting to order at 7:02 PM

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY MAYOR SCREECH AND COUNCILLOR SEATON THAT THE AGENDA BE APPROVED WITH THE ADDITION OF A PROPOSED OWNERS MEETING SCHEDULE ADDED TO NEW BUSINESS BY MAYOR CAROL HAMILTON.

CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY MAYORS WILLIAMS AND HAMILTON THAT THE MINUTES OF THE 2016 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.

NO OMISSIONS, NO ERRORS.

CARRIED

NEW BUSINESS

4. **a) Annual Report from the Board**

The Chair introduced Geoff Welham, Acting Manager of Recreation to present the 2016 Annual Report.

A power point presentation was given by Geoff Welham which included highlights of the 2016 Annual Report.

Some highlights include:

1. *Growth in the Community*

- *Neighborhood Learning Centres at Royal Bay and Belmont Secondary Schools began offering the following programs:*
 - i. *Licensed 10 month preschool*
 - ii. *Summer camps*
 - iii. *Teen drop-in space*
 - iv. *Youth leadership classes*
- *Centennial Centre has seen the following:*
 - i. *The "Aspiring Young Artists" and dance programs have expanded due to popular demand.*
 - ii. *The repurposed space for the arts studio has developed into a year-round program for all ages.*
- *Pottery Studio at the Q Centre*
 - i. *2 additional weeks of pottery camps were programmed and all summer camps were full in 2016.*
 - ii. *New pass system was implemented to track the increased drop-in attendance and usage.*
 - iii. *Studio is available up to 30 hours per week for 40-50 members to use.*
 - iv. *Facilitated by a team of 15 volunteers.*

2. *New and Noteworthy*

- *Pinty's Grand Slam of Curling Elite 10*
 - i. *Partnered with Rogers Sports Net.*
 - ii. *15,000 spectators in attendance over the 6 days of competition.*
 - iii. *150 volunteers from the JDF Culing Club made this event possible.*
 - iv. *9 of the top men's teams in the World and one ladies team participated.*

- v. *Injection of Sports Tourism dollars into the community.*
 - vi. *Over 20 hours of live broadcast on Sports Net showcased our facilities.*
- *Alice Cooper Concert at the Q Centre*
 - i. *Hightide Event Productions brought Alice Cooper to play at a pre-Halloween show in October.*
 - ii. *A sell-out crowd of 2800 were amazed with the production of the “theatrical show” consisting of pyrotechnics, costumes and dancers.*
 - *Queenax Functional Training System*
 - i. *This highly configurable functional trainer was installed October 2016.*
 - ii. *The system allows for group training for up to 16 people to participate at one time.*
 - iii. *Only 10 systems of this nature in North America and 3 are in BC.*
 - iv. *The system was a focal point for the 2016 Island Fitness Conference.*
 - *Variety – The Children’s Charity Sunshine Coach*
 - i. *The newest addition to the passenger vehicle fleet.*
 - ii. *Grant funding valued at \$51,000 received from “Variety-the Children’s Charity” to purchase a new accessible bus equipped with a wheelchair lift.*
 - iii. *The “Sunshine Coach” will enable West Shore Parks & Recreation to expand its out of school care program to Royal Bay School in September.*
 - *WestShore Walkway Improvements*
 - i. *Canada New Horizons grant funding received to improve the Westshore Walkway.*
 - ii. *New directional signage and unique kilometer markers on rocks were added throughout the trail.*
 - iii. *Previous improvements in 2014 included grant funding to add crushed rock trail base for better accessibility.*
 - *Parks*
 - i. *Facilitated the continued growth of Juan de Fuca Minor Soccer Association by converting 2 lawn bowl greens into 4 mini soccer fields enabling 12 more U8 soccer games to be played every Saturday. This conversion is only during the off season for Lawn Bowling.*
 - *Maintenance*
 - i. *Built a new Bar in the Kinsmen Fieldhouse to accommodate the increase in Fieldhouse reception bookings and usage by sports teams such as West Shore Rugby.*
 - ii. *The boilers were replaced with 3 high efficiency compact units which equated to a \$22,500 savings in natural gas in 2016.*
3. *Expanding our Reach in the Community*
- *L.I.F.E (Leisure Involvement for Everyone)*
 - i. *L.I.F.E. assists individuals with low income to access recreation services and programs at all recreation centres in Victoria.*
 - ii. *The L.I.F.E. program in the Westshore is designed for individuals and families with a gross household income below the Stats Canada Low Income thresholds for 2015.*
 - iii. *Families and Individuals receive 52 drop-in admissions per-person per household and 4 discounted programs up to 50% off to a maximum of \$50 each.*

- iv. *Total L.I.F.E. Clients for each municipality in 2016 are as follows:*
 - a. *District of Highlands – 32 (2%)*
 - b. *Town of View Royal – 209 (16%)*
 - c. *City of Langford – 747 (56%)*
 - d. *City of Colwood – 313 (23%)*
 - e. *District of Metchosin – 43 (3%)*
 - *Sledge Hockey*
 - i. *New on-ice program at JDF arena, piloted in 2016.*
 - ii. *In-partnership with One Ability and BC Wheel Chair Sport who are both advocates of Adapted Sports and Physical Activity.*
 - iii. *Sledges provided to the participants at no cost.*
 - iv. *Low cost drop-in fees at JDF Arena to participate.*
 - *Social Club Dance*
 - i. *For adults with disabilities*
 - ii. *Weekly program that has been running for 25 years.*
 - iii. *130 participants on average attend per week.*
 - iv. *Minimal \$3.25 drop-in fee.*
 - v. *Made possible by WSPR staff and volunteers.*
 - *Inclusion Workers*
 - i. *Provide one on one physical, behavioural and developmental support to children.*
 - ii. *Give children with additional needs the opportunity to participate in typical childhood social, learning and development experiences.*
 - iii. *Inclusion workers are WSPR staff specializing in Child and Youth Care, Education, Occupational Therapy, ECE, or are Teachers in Training.*
 - *Wild about Wellness*
 - i. *Began in fall 2016 as an 8-week program to help youth with anxiety and mental health issues.*
 - ii. *Each week the program consists of 40 minutes of physical activity from activities such as cycling, skating, walking and Queenax.*
 - iii. *The activity is then followed with an hour of group dialogue including tools to help the youth manage their anxiety and depression.*
 - iv. *This program was recognized by the British Columbia Parks and Recreation Association and awarded the Program Excellence award in 2016.*
4. *Registrations and Pass Holders by Municipality*
- *District of Highlands*
 - i. *185 Passes (1.9%)*
 - ii. *582 Registrations (2%)*
 - *Town of View Royal*
 - i. *1127 Passes (12%)*
 - ii. *3003 Registrations (11%)*
 - *City of Langford*
 - i. *3702 Passes (38.9%)*
 - ii. *12,256 Registrations (43%)*
 - *City of Colwood*
 - i. *2320 Passes (24.4%)*
 - ii. *6721 Registrations (24%)*
 - *District of Metchosin*

- i. 499 Passes (5.3%)
 - ii. 1104 Registrations (4%)
- Other Municipalities
 - i. 1658 Passes (17.5%)
 - ii. 4697 Registrations (16%)

The Annual Report for 2016 was distributed to all Board Members and Municipal Representatives.

Discussion:

- Ed Watson asked what the difference is between the passes and the registrations that are listed in the graph on page 11 of the report.
 - Geoff Welham, Acting Manager of Recreation, answered that the passes purchased are used to drop-in to the facility and use services such as the pool, weight room, skating rink or drop-in fitness classes. Registrations are when a client registers for a class or service such as yoga, skating or swimming lessons.
- Mayor John Ranns asked if there is a subsidy for maintenance for the turf and is the velodrome sustainable.
 - Wade Davies (Operations Manager) answered that the cost to maintain the three grass fields is \$90,000 of which, \$35,000 is recovered. The cost of maintenance of the synthetic turf is sustainable. Funds are being held for the replacement of the turf.

b) 2016 Audited Financial Statements

Finance Committee Chair Les Bjola presented the Report:

- The 2016 Audited Financial Statements were audited by KPMG.
- 2016 was a clean audit and there were no outstanding matters or unusual areas.
- Acknowledgement goes out to Sue and the Management staff who kept the budgets up to date and immediately adjusted to accommodate any changes in revenue.
- Net financial assets show a balance of 1.3 Million set aside to fix the arena floor. The decision as to whether it will be a dry floor or an ice rink will depend on whether or not Langford is building an additional ice rink in their municipality.
- The income statements show the revenue was down from 2015, primarily due to the opening of the new Langford Westhills YM-YWCA.
- The financial statements show an annual surplus of \$389,676 due to savings in expenses and repair and maintenance items that were carried forward to 2017.
- Langford has not approved the 2017 operating budget and therefore the 2016 requisitions from the member municipalities will be collected.

Discussion: With regards to Note 14 – Employee remuneration over \$75,000 per year.

- Mayor John Ranns asked why a more in depth report was not included and are we meeting requirements by not having the figures publicly reported. The understanding is that WSPR is a society and therefore follows different guidelines than that of the municipalities.
- Mayor David Screech commented that the society act requires that figures are disclosed and asks that a clarification letter is received from the auditor. The society is financed by the municipalities.

- Mayor John Ranns, commented that the public has the right to see the expenses for the contractors, as well as the employees plus expenses.
- Sandy Clarke, Acting Administrator commented that the preference of reporting employee positions & remuneration could be noted for future financial statements.

MOVED/SECONDED BY MAYORS RAANS AND SCREECH TO RECEIVE THE AUDITED STATEMENTS AND THAT STAFF DIRECT AN INQUIRY TO THE AUDITORS AS TO WHETHER A DETAILED REPORT IS NEEDED IN ORDER TO FULLY DISCLOSE REMUNERATION FOR EMPLOYEES, CONTRACTORS AND EXPENSES AND AS SUCH BE MORE ALIGNED WITH MUNICIPAL REPORTING POLICIES.

CARRIED

c) Appointment of an Auditor

Finance Committee Chair Les Bjola presented the Report:

- No additions to written report.

MOVED/SECONDED BY MAYORS HAMILTON AND SCREECH THAT KPMG BE HIRED FOR 2017 AS AUDITORS FOR WEST SHORE PARKS AND RECREATION SOCIETY.

CARRIED

d) Standing Committee Reports

i. Finance

Finance Committee Chair Les Bjola provided highlights of the report:

- Requisitions for 2016 represented 45% of all revenues.
- The accumulated surplus of \$2, 287,095.00 is reserved for future repairs & maintenance.
- Financial information & reports on the society continue to be timely and accurate.

ii. Strategic Planning

Strategic Planning Committee Chair Ed Watson provided highlights of the Report:

- The Strategic Priorities outlined in the report for 2016-2020 received extensive input from WSPR staff and the Board of Directors.
- The key Strategic Priorities are strong relationships, sustainable operations and resources, excellence in service delivery and innovation leadership.

iii. Environment

Environment Committee Chair Moralea Milne provided highlights of the Report:

- Recognizes dual purposes of preservation of the rare ecosystem and species with public recreational use.
- Bioblitz was held on May 1st and there were 196 species recorded, three of which are rare or uncommon.
- Working on putting more signage into place in order to deter people from the most sensitive areas.
- Working with the Nature School and other programs to educate the leaders on the issues using the site.
- Have completed putting up bluebird nesting boxes.

iv. Skatepark

Sandy Clarke, Acting Administrator provided highlights of the Report:

- The Skate Park Coalition began looking for land available in all municipalities on the West Shore in 2016. The base of the hill towards the Golf Course at West Shore Parks & Recreation was one of the sites considered. A community meeting was had to go over the design ideas. An RFP has been developed and a Geotech report has been completed. The RFP will focus on getting a concept design for the skatepark, and initial cost estimates to build the park. In September, the results of the RFP will be reviewed with the Skatepark Committee and a report will go to the Board of Directors in October. This initial stage will outline the cost of the project without putting the society at financial risk.

Discussion:

- Mayor David Screech comments that the project should be kept moving forward as it is necessary for the youth in the area. He expressed his hope that collectively we can make it happen, with all owners supporting the skatepark.

ALL REPORTS:

MOVED/SECONDED BY MAYORS SCREECH AND HAMILTON THAT THE REPORT BE RECEIVED.
CARRIED

e) Special Resolution re: Society Bylaws

- Mayor David Screech presented the motions as distributed and asked for approval.
- Mayor Carol Hamilton stated that it was just housekeeping that needs to be done.
- Mayor John Ranns comments that the motion specifically identifies the role beyond the Chair's duties and is not equivalent to the role of a Mayor. When referencing the right to suspend the CAO and employees, the key is that the role can suspend, not dismiss. There may be times that the employees and public need protection and there may also be times when an employee needs to be removed from a situation. There may be no time to call the Board together. Beyond that, the Chair would not be doing a lot without input from the Board Members.
- Mayor David Screech comments that it is the owners matter to decide. The Chief Administration Officer is accountable to the Chair. The role represents a slightly more authoritative figure.
- Sandy Clarke, Acting Administrator comments that the special resolution aligns closely with the Board Policy Manual with regards to the Chair's position.

MOVED/SECONDED BY MAYORS RANNS AND SCREECH THAT BYLAW 36 (1) BE AMENDED BY REMOVING THE WORDS "OR UNTIL A SUCESSOR IS ELECTED."
CARRIED

MOVED/SECONDED BY MAYORS RANNS AND SCREECH THAT BYLAW 36 (3) BE DELETED FROM THE BYLAWS AND REPLACED WITH THE FOLLOWING:

(3) THE CHAIR IS THE HEAD AND CHIEF EXECUTIVE OFFICER OF THE SOCIETY. IN ADDITION TO THE CHAIR'S RESPONSIBILITIES AS A MEMBER OF THE BOARD, THE CHAIR HAS THE FOLLOWING RESPONSIBILITIES.

- (A) TO PROVIDE LEADERSHIP TO THE BOARD, INCLUDING BY RECOMMENDING BYLAWS, RESOLUTIONS AND OTHER MEASURES THAT, IN THE CHAIR'S OPINION, MAY ASSIST THE PEACE, ORDER AND GOOD GOVERNANCE OF THE SOCIETY;
- (B) TO COMMUNICATE INFORMATION TO THE BOARD;
- (C) TO PRESIDE AT BOARD MEETINGS WHEN IN ATTENDANCE;
- (D) TO PROVIDE, ON BEHALF OF THE BOARD, GENERAL DIRECTION TO THE CAO RESPECTING IMPLEMENTATION OF SOCIETY POLICIES, PROGRAMS AND OTHER DIRECTIONS OF THE BOARD;
- (E) TO SUSPEND THE CAO AND EMPLOYEES;
- (D) TO REFLECT THE WILL OF THE BOARD AND TO CARRY OUT OTHER DUTIES ON BEHALF OF THE BOARD.

CARRIED

f) Owners' Meeting

Mayor Carol Hamilton put forth a motion regarding quarterly owners meetings.

Discussion:

- Mayor John Ranns comments that quarterly meetings may be too much and that annually might be better as everything is going well.
- Mayor Carol Hamilton responds that more is going to start happening with the skatepark, and floor replacement. We can start with quarterly meetings and then change the schedule if needed. The first meeting will be called in September.
- Mayor David Screech agrees that there is lots to talk about including the renewal of the 5 year operating agreement.

MOVED/SECONDED BY MAYORS CAROL HAMILTON AND DAVID SCREECH THAT THE OWNERS' GROUP MEET QUARTERLY, ROTATING THE HOST MUNICIPALITY AND SUBSEQUENTLY THE CHAIRING AND ORGANIZING OF THE MEETINGS.

CARRIED

Final Comments:

- Mayor John Ranns acknowledges the staff's role in the running of the indigenous/aboriginal day festivities held in Metchosin on Wednesday, June 21, 2017. It was a very successful event and WSPR staff's work was appreciated.
- Mayor David Screech thanks the staff and the Board for the ongoing oversight and management of WSPR.

OLD BUSINESS

5. N/A

ADJOURNMENT

6. **MOVED/SECONDED** BY MAYORS RANNS AND COUNCILLOR SEATON THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 8:04PM
CARRIED

ADOPTED JUNE 14, 2018