



**Minutes of the West Shore Parks and Recreation Society  
ANNUAL GENERAL MEETING  
Thursday, June 9, 2016 in the Fieldhouse**

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**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*)  
Darren Wright (*Juan de Fuca Electoral District*)  
Mayor John Ranns (*District of Metchosin*)

**ABSENT:** Councillor Lanny Seaton (*City of Langford*)

**DIRECTORS AND STAFF PRESENT:**

Director Rob Martin (Chair)  
Director Leslie Anderson  
Director Les Bjola  
Director Lilja Chong  
Director Arnie Hamilton  
Director Al Hood  
Director Jennifer Jakobsen  
Director Ron Mattson  
Director Ed Watson  
Director Terry Young  
Linda Barnes, Administrator  
Sandy Clarke, Manager of Recreation  
Brian Merryweather, Manager of Human Resources  
Sue Dickson, Manager of Finance  
Lisa Lehive, Recorder

**DIRECTORS AND STAFF ABSENT:**

Director Moralea Milne  
Director Matt Sahlstrom  
Director Winnie Sifert  
Wade Davies, Manager of Operations

**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 MAYORS WILLIAMS AND SCREECH THAT THE AGENDA BE APPROVED.  
**CARRIED**

### APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY MAYORS HAMILTON AND RANNS THAT THE MINUTES OF THE 2015 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.  
NO OMISSIONS, NO ERRORS.  
**CARRIED**

### NEW BUSINESS

4. **a) Annual Report from the Board**  
*The Chair introduced Sandy Clarke, Manager of Recreation to present the 2015 Annual Report.*

*A power point presentation was given by Sandy Clarke which included highlights of the 2015 Annual Report. The theme for this year is "Bringing Recreation to Life".*

*Some highlights include:*

1. *New Facilities – in 2015 the following facilities were completed and became available for community use.*
  - *Rotary Playground*
  - *Royal Bay artificial and grass fields*
  - *The addition of lights on the Royal Bay artificial field*
  - *Artificial turf field in the Velodrome*
  - *Neighbourhood Learning Centre spaces at Belmont and Royal Bay Secondary Schools*
2. *Program Participation Highlights*
  - *Reception welcomed over 900,000 users through the door for more than 4,900 hours of drop ins to fitness, aquatics and skating*
  - *Over 23,000 people registered in programs*
  - *6,424 new clients in 2015 (never previously registered)*
  - *10 month preschool changes resulted in a record year for preschool registration*
  - *Pottery and art classes were extremely popular with waiting lists and many new classes*
  - *Partnership with West Shore Rugby enabled new summer programming and girls programs to be created*
3. *Parks and Maintenance*
  - *The LED lighting upgrade project started in 2015, focusing on the internal buildings. In 2016 this project will get completed for outdoor lighting, and moving forward will result in \$102,000 in energy savings annually.*
  - *The 37 year old boiler was replaced with 3 high efficiency boilers. In 2016, we will attach these boilers to the new heat reclaim system.*

- NHL quality ice was installed for the North Saanich Kraft Hockeyville hockey league pre-game – this involved communication infrastructure upgrade, and construction of platforms for cameras, audio and video rooms and a green room for Coaches Corner with Ron McLean and Don Cherry.
4. *Events and Entertainment*
- WSPR is gaining a reputation as a premier event and entertainment venue
  - Examples include Hockeyville, Mann Cup, Woman to Warrior, Triathlon, and the Home Expo (12,000 people in attendance)
  - Rock the Shores hosted 20,000 over the 3 days
  - Watch Tower Jehovah Witness Convention attracted over 5000 attendees
  - Regular major tenants including the Grizzlies, Shamrocks, Wolves, etc. keep our Arenas busy year round.
5. *Community Involvement*
- Our fields, pool and other outdoor spaces continue to be well used by many minor sports groups including JDF Soccer, Minor Hockey, Figure Skating, Curling, Lawn Bowling, GVVA, BMX, Swim Teams, JDF Lacrosse, Field Lacrosse, Triangle LL and many others.
  - Our work involves working with agencies and community organizations to provide services. The organizations include RIV, QA, Arthritis Society, Fort Rodd Hill, Canadian Tire Jump start Program, Island Health, to name a few.
6. *Grants and Funding*
- Almost \$700,000 was donated or granted in 2015 to enhance programs and facilities in areas as diverse as:
    - Childminding – community grant from Peninsula Co-op
    - BC Hydro for LED Lights project
    - Recreation Foundation of BC Grant to support Neighbourhood Nights
    - Grants for AED from the Federal government
    - Summer grants for students through Federal government
    - JDF Soccer Association donation for lights towards the Royal Bay turf field
    - West Shore Rugby (\$450,000)
    - Kidsport Greater Victoria/Active Girls grant for girls rugby program
    - CRD Active Transportation grant for a Community Forum

*The Annual Report for 2015 was distributed to all Board Members and Municipalities.*

*The Chair gave the attendees a moment to look through the Annual Report and then asked for any questions.*

*Mayor Hamilton Carol asked:*

*There are overcrowding issues at the schools; will this affect the NLC space at the schools? (Fear of claw back of space)*

*Linda Barnes responded:*

*The schools and NLC spaces are completely separate mandates. The space will always be for NLC's.*

Mayor Ranns asked:

*On page 11, it shows pass holders percent of usage by municipality, how does this reflect the overall percentage? Langford is looking for something other than the status quo. Does this reflect the amount of use that each municipality has; would like to see the actual usage rather than the percentage.*

Linda Barnes Responded:

*There are other factors that affect these statistics. WSPR is collecting other information like minor sport. It is pretty close to the percent of population, but it is not a perfect science. There are a lot of other uses, such as spectators at events like Rock the Shores.*

Sandy Clarke noted:

*Registered programs were not broken down as far as usage (Langford's usage of preschool programs is very high)*

Linda Barnes noted:

*We are in the process of getting new POS software, (coming in 2017). This new software will make it easier to give verifiable statistics.*

Mayor Screech noted that interim numbers would be helpful.

Further discussion ensued:

The Chair noted:

*If you take out 15% (the other municipalities) it would bump everyone else's percentage up higher. If you look at all the municipalities, we get thrown off - 1800 people are coming from other municipalities.*

Linda Barnes noted:

*The other municipalities that our users come from is spread out, Sooke to Oak Bay to North Saanich.*

Mayor Williams noted that we are growing in other municipalities as well.

**MOVED/SECONDED** BY MAYORS RANNS AND SCREECH THAT THE ANNUAL REPORT BE RECEIVED AND APPROVED.

**CARRIED**

#### **b) 2015 Audited Financial Statements**

Finance Committee Chair Les Bjola presented the Report:

- Financial Statements audited by KPMG.

Mayor Ranns asked what portion of the 1.9 million in the maintenance reserve will be used for the replacement of the JDF Arena floor.

Sue Dickson responded that 1.3 million has been allocated for the replacement of the JDF Arena floor.

**MOVED/SECONDED** BY MAYORS SCREECH AND WILLIAMS THAT THE AUDITED FINANCIAL STATEMENTS BE RECEIVED AND APPROVED.

**NO ERRORS**

**CARRIED**

**c) Appointment of an Auditor**

Finance Committee Chair Les Bjola presented the Report:

- RFP went out for External Audit Services (2015-2019) as the previous 5 Year Term with KPMG has expired.
- KPMG's bid came in lower than what they were currently charging because Sue Dickson and her team has done such a great job.
- It is recommended that KPMG stay on as Auditors for WSPRS for 2016.

**MOVED/SECONDED** BY JUAN DE FUCA ELECTORAL DISTRICT DIRECTOR WRIGHT AND MAYOR HAMILTON THAT THAT KPMG BE HIRED FOR 2016 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:

- Another great year; great job of running the facility.
- Increasing rates of usage in most areas resulted in increased operating net revenue. This was offset by a \$450,000 adjustment to record the Westshore Rugby contribution as Deferred Revenue. This \$450,000 will be brought into revenue over the next twelve years.
- Requisition for 2015 down from 2014. Some 7 years ago we were encouraged to get this down and we have seen a total decrease of 10%. WSPR is now more of a user pay facility.
- Accumulative maintenance repairs include 1.3 million for the JDF Arena floor repairs.
- The audit went very well this year due to Sue Dickson and her teams work.

**MOVED/SECONDED** BY MAYORS WILLIAMS AND HAMILTON THAT THE REPORT BE RECEIVED.

**CARRIED**

**OLD BUSINESS**

5. Mayor Carol Hamilton reminded everyone that there is an Owners' Group Meeting on June 14, 2016 at 12:00 PM at City of Colwood - everyone has responded affirmatively.

**ADJOURNMENT**

6. **MOVED/SECONDED** BY MAYORS WILLIAMS AND HAMILTON THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 7:23 PM.

**CARRIED**