

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, April 14, 2016 in the JDF Library Meeting Room**

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**PRESENT:** Directors: Rob Martin (Chair), Leslie Anderson, Lilja Chong, Arnie Hamilton, Al Hood, Jennifer Jakobsen, Ron Mattson, Moralea Milne, Winnie Sifert, and Terry Young.

**ABSENT:** Directors: Les Bjola, Ed Watson, Matt Sahlstrom, Lannie Seaton, and Darren Wright.

**STAFF PRESENT:**

Linda Barnes, Administrator  
Sandy Clarke, Manager of Recreation  
Wade Davies, Manager of Operations  
Sue Dickson, Manager of Finance  
Brian Merryweather, Manager of Human Resources  
Cherry Merryweather, Recorder

**PUBLIC PRESENT:**

Two representatives from Senior's Centre  
KPMG Auditors Lenora Lee (Audit Partner) and Avinash Jagwani (Senior Accountant)

**CALL TO ORDER**

1. The Chair called the meeting to order at 7:00 PM.

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY DIRECTORS MILNE AND JAKOBSEN  
THAT THE AMENDED AGENDA BE APPROVED WITH THE ADDITION OF 9 (c) ADMINISTRATOR'S  
COMMENTS AND 8 COMMUNICATIONS WITH THE PUBLIC.  
**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS JACKOBSEN AND MILNE  
THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 10, 2016 BE ADOPTED.  
**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

## CHAIRS REMARKS

5. The Chair gave the following remarks:

-The Chair thanked staff for the huge amount of work taken on to assist with the Memorial Service for Sgt. Sara Beckett at The Q Centre on Tuesday April 12<sup>th</sup>. The flexibility of the staff who worked with the ever changing program event was commendable. Equipment and services were donated by local businesses. There is a large list of donors behind the scenes which the Chair will share with the Board members.

Board members are asked to share the information with their respective Councils.

-Thank you to staff regarding working with the Syrian Refugees. The Chair of the Red Cross contacted the Board Chair requesting assistance with the Refugees and programs. The WSPR staff met the needs by assisting with short term programs for occupying and educating the refugees. It was a very satisfying result for all staff involved.

## STANDING COMMITTEES

6. a) Finance

- Leslie Anderson, presented the information from the Finance Committee.
- The 2015 Audit was presented to the Finance Committee
  - noted revenue from Westshore Rugby will now be shown as deferred revenue as part of the negotiated agreement.
  - Finance presented a very clear set of statement to review.
  - Sue Dickson gave a quick over view of the financial statement for the Board members.

***MOVED/SECONDED BY DIRECTORS ANDERSON AND MILNE THAT THE AUDIT REPORT BE ACCEPTED BY THE BOARD AND FORWARD TO THE AGM.***

**CARRIED**

- The 2016-2017 Fees and Charges and Schedule were presented to the Finance Committee by Sandy Clarke.
  - Fees come into effect September.
  - Recommended that drop-in fees are kept at current rate. Others show a slight percent increase.

***Suggestion:*** Comment that the numbers and reports be distributed earlier for easier review by all members of the Board and/or have the Finance meeting a week in advance to review.

***MOVED/SECONDED BY DIRECTORS MILNE AND ANDERSON THAT THE FEES AND CHARGES REPORT BE ACCEPTED AND FORWARDED TO COUNCILS BY THE BOARD TO BE APPROVED.***

**CARRIED**

b) Strategic Planning – Update

- No committee meeting to date as Board members are unavailable, however the staff are working on a Strategic Plan and hopeful to present at next meeting with Board Strategic Planning Committee.

- c) Policy
- No update

#### **OLD BUSINESS**

7. **N/A**

#### **NEW BUSINESS**

8. **Communications with the public**

When letters from the public are received by Board Members specific to WSPR, the Chair requests that these operational issues are brought to the Administrator. Any results /solutions handled by Administrator will be reported back to the Board member(s) to share with their appropriate council.

Councillors are asked to advise their Councils that response to the public letters should be left to the WSPR Administrator, who deals with the operational issues.

#### **FOR INFORMATION**

9. **a) Human Resources Report**

Report provided by Brian Merryweather (attached to agenda).  
There were only 4 postings for March.

- b) Invitation for Music Monday (attached to agenda):**

Members are requested to share this information on the handout with the respective Councillors.

- c) Administrators Report**

- Noted that a new Administrative Assistant has been hired to start in May.
- It has been confirmed that Alice Cooper will be performing at The Q Centre on October 18<sup>th</sup>.
- Rock the Shores 2016 July 22-24 is now confirmed. The event programming has been reorganized to include one day with all local talent to encourage families, and the 2 day line-up with top musicians.
- Pinty's Curling in March was a huge success
- The Home Show is running this weekend, April 13 – 15 with free Admission so please attend.
- Linda has completed her Change Management Certificate passing with an A+ and has graduated. Thanked the staff and Board for their support and has enjoyed sharing the projects with them.

**FOR INFORMATION ONLY**

**IN CAMERA**

10. **N/A**

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS ANDERSON AND MATTSON  
THAT THE MEETING BE ADJOURNED AT 6:50 PM.  
**CARRIED**

ADOPTED MAY 12, 2016