

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, January 21, 2016 in the Fieldhouse**

PRESENT: Directors Rob Martin (Chair), Leslie Anderson, Les Bjola, Lilja Chong, Arnie Hamilton, Al Hood, Moralea Milne, Matt Sahlstrom and Darren Wright

ABSENT: Directors Jennifer Jakobsen, Ron Mattson, Lanny Seaton Winnie Sifert, Ed Watson and Terry Young

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
Annie Mulcahy, Recorder

PUBLIC PRESENT:

Betty Smith and Rita Perren (President and Vice-President of the Seniors Centre)

CALL TO ORDER

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

CHAIRS REMARKS

2. The Chair opened the meeting by going straight into the Election of Officers.

ELECTION OF OFFICERS

3. The Chair turned the meeting over to the Administrator to begin the Elections.

a) Chair

Nominations were called for Chair.

Director Bjola nominated Director Rob Martin (seconded by Director Milne).

Director Martin accepted the nomination.

The Administrator called three times for further nominations and hearing none, Director Martin was elected as Chair.

Director Martin assumed the Chair at this time.

b) Vice-Chair

Nominations were called for Vice-Chair.

Director Bjola nominated Director Ed Watson (seconded by Director Milne).

In his absence, the Administrator confirmed Director Watson had expressed acceptance of the nomination.

The Chair called three times for further nominations and hearing none, Director Watson was elected as Vice-Chair.

c) Finance Chair

Nominations were called for Finance Chair.

Director Milne nominated Director Les Bjola (seconded by Director Anderson).

Director Bjola accepted the nomination.

The Chair called three times for further nominations and hearing none, Director Bjola was elected as Finance Chair.

APPOINTMENTS

4. a) GVLRA Representative

The Chair called for a volunteer for the Greater Victoria Labour Relations Association Representative. Director Anderson volunteered.

The Chair confirmed that appointments to the Standing Committees (Finance; Strategic Planning; Policy) will be announced once he has had an opportunity to speak individually with the Board Members involved.

APPROVAL OF AGENDA

5. Item added by the Chair under Old Business: Budget Update.

***MOVED/SECONDED BY DIRECTORS BJOLA AND HOOD THAT THE AMENDED AGENDA BE APPROVED.
CARRIED***

APPROVAL OF MINUTES

6. Director Anderson motioned that an amendment be made under New Business Item 7 a) to clarify that the notice of withdrawal from WSPRS received from the CRD relates to the Juan de Fuca Electoral Area.

***MOVED/SECONDED BY DIRECTORS BJOLA AND MILNE THAT THE AMENDED MINUTES OF THE REGULAR MEETING HELD DECEMBER 10, 2015 BE ADOPTED.
CARRIED***

PUBLIC PARTICIPATION

7. N/A

OLD BUSINESS

8. a) **Budget Update**

- Director Bjola provided verbal update regarding Langford's request for budget consideration.

- Langford has stated they will not approve a 2017 budget without a rebalancing of the Westshore regional contribution to recreation.
- Langford is looking for WSPRS to come up with a balancing formula.
- The topic is not one for the Board to debate tonight; forwarded to the Finance Committee to make a recommendation to take to the Owners Group to come up with a solution.

General discussion and consensus to move quickly with this and for the Finance Committee to make the issue a priority.

FOR INFORMATION ONLY.

NEW BUSINESS

9. a) Proposed 2016 Meeting Schedule

- The Chair explained the conflict with Westshore RFC and the Fieldhouse through the year; hence a number of the monthly Board Meetings will take place in the Juan de Fuca Library Boardroom.
- November 10 Meeting will be pushed ahead to the following Thursday, November 17, to avoid a meeting the night before the November 11 stat holiday.
- Meeting Schedule circulated and Outlook Meeting Invites will follow for those who use electronic calendars.

FOR INFORMATION ONLY

b) Increase in Water Rates

- Administrator provided overview of letter received from View Royal and general discussion ensued regarding the increase in water rates.
- WSPR has no control over the fee structure set by the Juan de Fuca Water Distribution Commission.
- The well installed on the property a number of years ago helps to reduce water costs, but does not cover all WSPR's water needs.

MOVED/SECONDED BY DIRECTORS BJOLA AND MILNE THAT THE LETTER FROM VIEW ROYAL BE SENT TO THE FINANCE COMMITTEE FOR CONSIDERATION.

CARRIED

c) Pinty's Grand Slam of Curling "Elite 10" Update

- Manager of Recreation, Sandy Clarke gave update about the upcoming event (March 17-20).
- Trending very well – high interest being shown and early ticket sales are encouraging.
- 528 full event packages and 226 single draw tickets sold to date (\$61,000).
- Major ad campaign including print, radio and television starts the first week of February.
- Decision regarding competing teams will be made by February 15TH.
- Social House will be set up in the east parking lot of the Q Centre and will feature daily entertainment, beer and food vendors.
- WSPR will be providing catering services to the production crew for all four days.
- WSPR will retain 100% of revenues generated from concession and bars.

d) Radio spots for December

- Audio presentation not possible in the venue tonight.

- Sandy Clarke, Manager of Recreation reported that the radio spots continue to go well.
- Change up every 2 weeks, e.g., last two weeks in December Pinty's Grand Slam Curling event was highlighted; currently the Annual Pass is being promoted.
- The Chair added that the radio spots were an important part of the contract with the Q and they are adding a real value to the organization.

FOR INFORMATION ONLY

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10. **a) Human Resources Report**

Report provided by Brian Merryweather.

Summary of the whole year will be provided at the next meeting – 2015 was a great year at WSPR with more postings and more people hired than ever before.

b) Administrators Report

Administrator added:

- Lights are in at the Royal Bay Fields and they are being well rented.
- NLCs taking shape – building relationships with the SD; Sandy Clarke recently attended a meeting with Island Health; Open House is planned; lots of calls and interest; very busy time for staff.
- Programming Department looking at job descriptions – so much added; upcoming retirements, changes; balancing portfolios.
- LED light program is being rolled out – noticeable change; much more efficient; much brighter and cleaner looking.
- Mention from the Chair to report on a recent break-in at the Q – no money taken; police followed up on it.

IN CAMERA

11. N/A

ADJOURNMENT

12. **MOVED/SECONDED** BY DIRECTORS HAMILTON AND BJOLA THAT THE MEETING BE ADJOURNED AT 7:27PM.

CARRIED