



BOARD OF DIRECTORS

Minutes of the West Shore Parks and Recreation Society Board of Directors Meeting Thursday, April 20, 2017 in the JDF Library Meeting Room

PRESENT: Directors Leslie Anderson (Acting Chair), Arnie Hamilton, Ron Mattson, Winnie Sifert, Allen Sturgeon, Al Hood, Moralea Milne, Jennifer Jakobsen, Rob Martin, Lilja Chong, Les Bjola, Arnie Hamilton

ABSENT: Directors Ed Watson, Matt Sahlstrom, Lanny Seaton

STAFF PRESENT:

Linda Barnes, Administrator
Sandy Clarke, Manager of Recreation
Sue Dickson, Manager of Finance
Brian Merryweather, Manager of Human Resources
Rob Wilson, Fitness Coordinator
Chantelle Tearoe, Recorder

PUBLIC PRESENT: Lenora Lee (Audit KPMG), Carol Hamilton

CALL TO ORDER

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

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY DIRECTORS MILNE AND JAKOBSEN THAT THE AMENDED AGENDA BE APPROVED WITH THE REMOVAL OF 7(A) LANGFORD UPDATE AND THE ADDITION OF THE IN CAMERA DISCUSSION OF ADMINISTRATOR, LINDA BARNES' PERFORMANCE EVALUATION.
CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS STURGEON AND SIFERT THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 9, 2017 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

5. - Acting Chair, Leslie Anderson introduced the new Administrative Assistant, Chantelle Tearoe.
- Acting Chair, Leslie Anderson thanked the staff for the way they handled the media regarding the cancellation of the 2017 Rock the Shores concert. The coverage sounded positive despite the not so great news.

STANDING COMMITTEES

6. a) Finance – 2016 Audited Financial Statements

- Director, Les Bjola asked Manager of Finance, Sue Dickson to report on 2016 Audited Financial Statements.

- 2016 was a good year.
- Annual surplus of \$389,676.
- Balance sheet is in good shape showing cash at over \$3 million.
- Accounts payable shows \$600,000.
- Net financial assets show \$1.3 million - \$400,000 more than last year.
- The income statement shows that revenues are down from 2015.
- Some areas grew – the recreation programs are better and generated more than what was budgeted.
- Some areas declined – because of the new Langford Aquatic Centre and Westhills' YMCA/YWCA.
- Assets were purchased including new Queenax fitness equipment, and a bus that was partially funded by Variety.
- A new note to the Financial Statement was added that indicates that a liability for remediation of contaminated sites needs to be made. No known contaminated sites at WSPRS.
- Withdrawal of the JDF CRD electoral area as a 2017 consideration.

Director, Les Bjola pointed out that maintenance increased by half a million, however, utilities dropped by \$100,000 because of improvements made to heat reclaim and LED lights. A surplus of 1.3 million is in the bank in order to repair the JDF rink floor and the decision whether it will be an ice or dry floor arena will be made once Langford's plan is known. Revenues are down as was expected due to the opening of the Langford Aquatic centre and Westhills' YMCA/YWCA. The staff adjusted expenses to accommodate decreased revenues so the net was better.

MOVED/SECONDED BY DIRECTORS BJOLA AND MATTSON THAT THE DISTRIBUTION OF THE 2016 AUDITED FINANCIAL STATEMENTS AND AUDIT FINDINGS REPORT TO THE MEMBERS OF THE SOCIETY AT THE AGM BE APPROVED.

CARRIED

Director, Leslie Anderson credits the staff for creating easy to read Financial Statements.

a) Finance – Audit Findings Report

There was a good discussion during the Finance Committee. KPMG Audit Partner, Lenora Lee commented that 2016 was a clean audit and there are no outstanding matters or unusual areas. A

Variety bus was acquired. The total grant received for this item was \$103,000 in which \$51,500 represents the costs paid. It was noted that in the case that the Variety bus is no longer used, it is to go back to the Variety club. There is a new line item that requires the report of employee remuneration over \$75,000 per year.

Director, Les Bjola commented that it looks like the weight room netted less profit, however, \$209,000 was spent on the new Queenax fitness equipment funded through the operation.

Director, Les Bjola commented that KPMG will be the WSPRS auditors for another 4 years, as last year was the start of a 5-year contract.

***MOVED/SECONDED BY THE FINANCE COMMITTEE THAT THE 2016 AUDITED FINANCIAL STATEMENTS AND AUDIT FINDINGS REPORT BE APPROVED.
CARRIED***

MOVED/SECONDED BY DIRECTORS BJOLA AND MILNE THAT THE 2016 AUDITED FINANCIAL STATEMENTS AND AUDIT FINDINGS BE DISTRIBUTED AT THE AGM.

Finance – 2017/2018 Fees and Charges

Fitness Coordinator, Rob Wilson reported:

- Slight increase of fees and charges. The average rate increase is 1.5% and is at its limit regionally. WSPRS would like to keep user revenue up and not run the risk of losing customers. The new Westhills' YMCA/YWCA opened with a low pass rate that they are increasing in May 2017. This will stabilize the marketplace. Overall, the increases made by WSPRS are fair. The once a month pass rate will increase, promoting longer commitment. An annual pass is significantly lower per month than purchasing shorter passes. Room rental rates are up from last year.

MOVED/SECONDED BY DIRECTORS HOOD AND BJOLA THAT THE 2017/2018 FEES AND CHARGES BE SENT TO MEMBERS COUNCIL FOR BY-LAW ADOPTION TO BE APPROVED.

Director, Rob Martin asked if there was any way to tell if there is a line item that we take a loss on. Administrator, Linda Barnes commented that the average of how many people use each facility was looked at previously based on maintenance expense and overhead but it is time for another look. We do need to maintain all of these facilities, some cost more per person, and some cost less.

Director Rob Martin commented that for example, charging seniors more would benefit us but how can it be done philosophically? Administrator, Linda Barnes commented that that is the balancing act staff are required to do. It is staff's job to provide the facts. Director, Les Bjola commented that the bigger projects cover the little projects. Administrator, Linda Barnes commented that it is the Board's responsibility to tell the staff what they want and it is the staff's responsibility for how to best fund the programs and services that municipalities want.

Director Moralea Milne commented that we are a not-for-profit organization. Municipalities pay taxes to support recreation. Subsidization is needed for people who can't afford things. Our wish is for people to enjoy the facilities. The revenue is substantial.

Director, Les Bjola commented that since 6 years ago, the municipal requisition went from 52-54% to 48%. Users are paying more, however, the challenge is not to lose people to other recreation centres.

Director Winnie Sifert asked why the City of Langford is paying so much tax in their requisition. Director Les Bjola commented that Langford is growing faster. Director Moralea Milne commented that per person, each person in Langford, pays lower requisition. Director Les Bjola commented that Langford has a higher user percentage.

MOVED/SECONDED THAT THE FINANCE COMMITTEE APPROVED THE 2017/2018 FEES AND CHARGES AS PRESENTED.

CARRIED

b) Strategic Planning

Administrator, Linda Barnes commented that the staff have worked on adding action items to all of the strategic priorities.

MOVED/SECONDED BY DIRECTORS BJOLA AND MARTIN THAT THE STRATEGIC PLAN 2017-2021 BE APPROVED AS PRESENTED.

CARRIED

c) Policy

N/A

d) Environment

There was good attendance at the last Environmental Committee meeting. Discussed dual purposes of preservation of the rare ecosystem and species with recreational use. The following were also discussed:

- Reach out to other partners.
- Survey the area to be managed.
- Introduce signage to deter people from the most sensitive areas.
- Andy MacKinnon to work with the nature preschool children regarding conservation of natural areas.
- Working with the children on staying out of certain areas.
- Put up blue bird nests.

There will be no Environmental Committee meeting until the end of BioBlitz (tentatively scheduled for May 1st, 2017).

e) Skatepark Committee

Director, Ron Mattson commented that there has been no committee meeting since the last Board Meeting. An invitation was sent out regarding the event on May 3rd, 2017 in the Galleon Room. The purpose of the event will be to look for feedback on what the group would like and to narrow down the dream list to use this information in the RFP for design of skatepark.

Director, Allen Sturgeon commented that the cost of the project will not be determined until the design is solidified. Director Ron Mattson confirmed that that was correct.

OLD BUSINESS

7. N/A

NEW BUSINESS

8. N/A

FOR INFORMATION

9. **a) Human Resources Report**

Highlights from the report:

- Nothing to add to written report.

MOVED/SECONDED BY DIRECTORS BJOLA AND MILNE THAT THE HUMAN RESOURCES REPORT BE APPROVED AS PRESENTED.

Administrator, Linda Barnes commented that Bookings Clerk, Joan Awalt is retiring after 34 years with WSPRS. Two part time employees already employed by WSPRS will take her place.

FOR INFORMATION ONLY

b) Administrator's Report

Highlights from the report:

- WSPRS received the BCRPA Award for Excellence for the Wild about Wilderness youth program. The program was created to help youth with anxiety and was well received in the province. Youth Programmer, Amy Cooper accepted the award at the BCRPA in Kelowna, BC. An article in the Goldstream Gazette was recently published.
- Made it through a busy spring break. The Nordic Pole walking presentation was good and the grant received enabled WSPRS to add trail markings and signs.

MOVED/SECONDED BY DIRECTORS BJOLA AND JAKOBSEN THAT THE ADMINISTRATOR'S REPORT BE APPROVED AS PRESENTED.

CARRIED

Director, Jen Jakobsen commented that WSPRS should be philosophical where money is directed. The award received from the BCRPA speaks to this as it was an impactful program. While we are waiting for a grant to promote the program further, can we do anything else like fundraising to make it continue? Manager of Recreation, Sandy Clarke commented that the program can be replicated but costs \$700 as Island Health played a part. There was an amazing response to the program.

Director, Les Bjola commented that there is a fundamental noticeable shift in the large companies coming to the West Shore from the Mainland. These companies are looking for ways to get

involved in the community. Administrator, Linda Barnes commented that perhaps the best way to secure sponsorship is for the Board Members to go networking. Grants are needed to help run the Neighbourhood Nights event and the Movies on the Hill events for example. Both events are important in the community, however do not bring in revenue.

Director, Ron Mattson asked what the unused capacity is for programs. Administrator, Linda Barnes commented that we could definitely add more programs and with more funding, more can be done. Staff have been creative and are doing a lot with what they have.

Director, Ron Mattson asked if the Langford services have taken away people. Administrator, Linda Barnes answered that the Westhills' YMCA/YWCA has probably taken away some fitness members and Langford Aquatic Centre has spread out the attendance at the pool.

FOR INFORMATION ONLY

IN CAMERA

10. **MOVED/SECONDED BY DIRECTORS BJOLA AND MATTSON THAT THE MEETING MOVE IN CAMERA. CARRIED**

ADJOURNMENT

11. **MOVED/SECONDED BY DIRECTORS BJOLA AND MARTIN THAT THE MEETING BE ADJOURNED AT 8:07PM. CARRIED**