

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, April 9<sup>th</sup>, 2020 in the WSPR Boardroom / Teleconference**

---

**PRESENT:** Directors Joe Martignago (Chair, Lorraine Hilton, Darren Kiedyk, Robert Earl

**ABSENT:** Director Kim Anema

**STAFF PRESENT:**

Grant Brown, Administrator and Manager of Finance  
Wade Davies, Manager of Operations  
Geoff Welham, Manager of Recreation  
April Luchinski, Human Resources Advisor  
Chantelle Bremner, Recorder

**PUBLIC PRESENT:**

Lenora Lee, KPMG Audit Partner  
Sarah Burden, KPMG Audit Partner

**CALL TO ORDER**

1. The Chair called the meeting to order at 1:47pm.

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY DIRECTORS HILTON AND EARL THAT THE AGENDA BE APPROVED AS PRESENTED.  
**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS KIEDYK AND EARL THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 12TH, 2020 BE PRESENTED.  
NO ERRORS, NO OMMISIONS  
**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. N/A

**STANDING COMMITTEES**

6. a) **Finance Committee**

*Administrator and Manager of Finance, Grant Brown provided the following update:*

- i. Auditors from KPMG attended the Finance Committee meeting and presented on the WSPRS 2019 Financial Statements. The Finance Committee recommends that the WSPRS Board of Directors approve the WSPRS Financial Statements for the 2019 Fiscal Year.

**MOVED/SECONDED** BY DIRECTORS EARL AND KIEDYK THAT THE FINANCIAL STATEMENTS FOR THE YEAR ENDING IN 2019 BE APPROVED AS PRESENTED.

**CARRIED**

#### OLD BUSINESS

7. N/A

#### NEW BUSINESS

8. N/A

#### FOR INFORMATION

#### 9. a) Administrator's Report

*Administrator and Manager of Finance, Grant Brown highlighted the following:*

##### **Administration/Human Resources**

All indoor facilities were closed to the public on March 18<sup>th</sup> and all outdoor facilities were closed to the public on March 23<sup>rd</sup>. All courses and rentals with dates up until and including April 30<sup>th</sup> have been cancelled and refunded. Staff meet every Tuesday to discuss updates and next steps.

Human Resources has developed a Working from Home Policy that we have implemented as part of our COVID-19 response. Staff submit work plans and update supervisors daily on their progress. We currently have up to 14 staff working from home on any given day.

The 2019 Audit by KPMG is complete and went smoothly.

The successful applicant for the Recreation Program Assistant position is Laura McGrath. Laura comes to us from the Burnside Gorge Community Association where she was the Out of School Manager and has worked with WSPRS since 2017 in a variety of auxiliary roles. Nick Wade was the successful applicant for the Seasonal Parks Worker. Nick has been working with WSPRS as an auxiliary summer parks attendant since 2015.

All other competitions, including the Manager of Finance and maternity leave replacements for both the Youth and Fitness Programmer positions, have been put on hold for the time being.

##### **Operations**

With the facility closure, operations staff have removed the ice from both arenas and are working on overdue items that are difficult to do while the facilities are in use. These include vent cleaning in the weight room, repairs to wall damage and painting.

A Hydro grant submission was completed that requests 50% of costs for the installation of the Pool Air Handling Unit as well as some of the heat recovery work that is part of the JDF arena floor project.

If successful, staff will apply to the province to use the freed up grant funding towards insulation work on the JDF arena exterior that will further improve energy efficiency.

## **Programs**

Staff have postponed the release of the Spring/Summer Activity Guide. Instead have released an online Summer Camp Guide with registration to begin May 7<sup>th</sup>. This delayed release is to help families not incur costs at this time but still plan for their summer schedules and care. Registration will be open online and over the phone. In-person registration will be available if facilities are open.

Program staff have released an online community engagement project ***Stay@Home Family ADVENTurous Calendar***

The Calendar Includes:

- Daily interactive activities that staff develop will be shared through social media channels and on our website for the month of April.
- Activities are geared towards families with children however could possibly apply to anyone.
- Activities will be engaging and could include a component of either learning, playing, building or making something new each day.
- The daily activity will be released on Social Media each morning at 9am and will include instructions, equipment/materials required (we try to use activities where most materials are already around the house/yard to keep people at home).
- Participants will be encouraged to share their experiences and fun through pictures on social media as they go.
- Participants will have the ability to track their participation and win prizes.

The Food & Beverage department is preparing 480 meals per week for community groups in need. Meals will be prepared and packages to be picked up outside the Fieldhouse. The three recipient groups are:

- Out if the Rain Shelter run through Beacon Community Services
- Island Metis Society
- Hulitan Family & Community Services Society

## ***FOR INFORMATION ONLY***

ARPIL LUCHINSKI JOINED THE MEETING AT 1:56PM.

There was a board of directors' discussion around WSPRS' current response to COVID-19 and its effect on facility operations.

**IN CAMERA**

10. **MOVED/SECONDED** BY DIRECTORS EARL AND HILTON THAT THE MEETING MOVE IN CAMERA AND THAT THE WPSRS STAFF STAY.

**CARRIED**

THAT there is a need to have a meeting closed to the public and persons other than the West Shore Parks & Recreation Board of Directors, and staff and those identified under section 1.(2)(b) negotiations between West Shore Parks & Recreation and a third party and section 1.(1)(c). labour relations or other employee relations.

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS EARL AND HILTON THAT THE MEETING BE ADJOURNED AT 2:48PM.

**CARRIED**

ADOPTED MAY 14TH, 2020