



BOARD OF DIRECTORS

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, December 14th, 2017 in the JDF Library Meeting Room**

PRESENT: Directors Ed Watson (Chair), Rob Martin, Leslie Anderson, Arnie Hamilton, Al Hood, Ron Mattson, Andy MacKinnon, Lilja Chong, Les Bjola

ABSENT: Directors Moralea Milne, Jennifer Jakobsen, Nelson Chan, Winnie Sifert, Matt Sahlstrom, Lanny Seaton, Allen Sturgeon

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Wade Davies, Operations Manager
Grant Brown, Manager of Finance
Geoff Welham, Acting Manager of Recreation
Brian Merryweather, Manager of Human Resources
Chantelle Tearoe, Recorder

PUBLIC PRESENT: Carol Hamilton, Diane Bjola, Janet Hood

CALL TO ORDER

1. The Chair called the meeting to order at 7:03PM.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY DIRECTORS MATTSON AND HOOD THAT THE AGENDA BE APPROVED AS PRESENTED WITH THE ADDITION OF THE FOLLOWING:
A) IN CAMERA MEETING BEFORE ADJOURNMENT.
B) AMATUER RADIO OPERATORS DISCUSSION TO 7.B) UNDER OLD BUSINESS.

CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS HAMILTON AND CHONG THAT THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER16, 2017 BE ADOPTED.

NO ERRORS, NO OMMISIONS

CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

5. *Chair of the Board, Ed Watson commented:*

- It has been an interesting year. Four out of the five WSPRS owners will be meeting tomorrow. City of Langford mayor is interested and committed to capping the requisition. Alterations will need to be made to the budget. The process will need to be revisited early next year.

- Linda Barnes thanked the Board for their support and wished everyone a Merry Christmas.

- Chair, Ed Watson commented that he is interested in serving another term as Chair of the WSPRS Board of Directors. He will be away at the end of February until the end of March but Director Leslie Anderson will stand in as Vice Chair.

- Chair, Ed Watson thanked staff for their hard work over the past year.

STANDING COMMITTEES

6. **a) Strategic Planning**

Chair of the Strategic Planning Committee, Ed Watson commented:

- N/A

b) Policy

- N/A

c) Environment

- N/A

d) Skatepark Committee Report

Acting Manager of Recreation, Geoff Welham commented the following:

- There was a recent article in the Goldstream Gazette regarding New Line as the selected company to complete the conceptual designs for the skatepark.

Discussion:

- *Manager of Operations commented that the community consultations begin in January 2018.*

- *Director, Ron Mattson asked if the Chair of the Skateboard Committee could be cc'd on all communications going forward.*

OLD BUSINESS

7. **a) Letter from Town of View Royal regarding request of additional turf fields**

MOVED/SECONDED BY DIRECTORS MATTSON AND ANDERSON THAT THE LETTER BE RECEIVED AS INFORMATION.

CARRIED

Discussion:

- Director Ron Mattson commented that the Victoria Youth Field Lacrosse asked the Town of View Royal to send the letter.

- Chair, Ed Watson commented that they have also been to the City of Colwood and to the District of Metchosin.

b) Amateur Radio Operator Discussion

Discussion:

- Acting Administrator, Sandy Clarke commented that Director, Rob Martin brought up the initial discussion, and it has gone to Colwood council. The Amateur Radio Operator group is using space in the Seniors' Centre initially in the evening, which was the WSPR allotted time, then moved to the mornings, which is the Seniors' allotted time. Acting Administrator, Sandy Clarke met with the JDF seniors' executive and they agree that the Amateur Radio Operators do not need to pay for a membership to use the space unless they are using more of the facility. Acting Administrator, Sandy Clarke will finalize the agreement and send a letter to Colwood council on behalf of both organizations.

MOVED/SECONDED BY DIRECTORS MATTSON AND MARTIN THAT THE INFORMATION BE RECEIVED AS PRESENTED.

DIRECTOR, LES BJOLA ARRIVED AT 7:17PM

NEW BUSINESS

8. **N/A**

FOR INFORMATION

9. **a) Human Resources Report**

Manager of Human Resources, Brian Merryweather commented on the following:

- Nothing to add to the report.

FOR INFORMATION ONLY

FOR INFORMATION

b) Administrator's Report

Sandy Clarke, Acting Administrator reported the following highlights:

- The Staff Christmas Luncheon was yesterday. A total of \$2,500 was raised for two families through the Food Bank. Any left-over donations after the shopping for the families is done, will be donated to the Food Bank itself.

Geoff Welham, Acting Manager of Recreation reported the following:

- The recent Activity Guide has a graphic on the front cover instead of a picture. We are trying something different and showing a graphic interpretation of evolution. Each person's evolution will be different which gives us the opportunity to showcase the variety of programs we have to offer. Simon Miles, in the Communications role has lots of great ideas and we have already received good feedback on the front cover. The same image will be used in marketing campaigns over the next year. There will also be an ad including the evolution piece on CTV, who we have a contra agreement with.

- New promotions:

1. 5 for you pass – used to be called the Stocking Stuffer, but we gave it a new name. 5 adult passes for \$15 or 5 youth passes for \$10.
2. Partnership with Victoria Grizzlies – Register for any set of January start pre-school/school age swimming or skating lessons and kids get free admission to the January 28th Victoria Grizzlies game.
3. Facebook promotion – Like the WSPRS Facebook page before the end of March 2018, and be entered into a draw to win an annual pass.

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

CARRIED

Discussion:

Director, Rob Martin asked if there are any surprises during the annual pool maintenance.

Manager of Operations, Wade Davies answered that an issue has developed. The walls and supporting beams are checked annually due to rust build-up. While they were being grinded down, holes incurred. A welder was hired to check them out. It was recommended that an engineer be brought in to check the stability.

Director, Ron Mattson commented that when the roof on the Fieldhouse collapsed, how was that handled?

Manager of Operations, Wade Davies answered that the roof of the fieldhouse was fixed in-house costing \$1,500. We don't have the expertise to handle the pool issue.

FOR INFORMATION ONLY

Discussion:

Director, Les Bjola commented that the City of Langford Mayor would like a \$0 requisition increase for 2018 and to take out of the reserve, the budget shortfall. City of Langford insisted that a reserve be put in place. The reserve has grown over the years and a portion of it has been put aside to fix the arena floor. There are two options that the City of Langford is suggesting.

- 1. Budget 2018 shortfall comes from the reserve with no requisition increases.*
- 2. Recommend bringing in mediator Jonathan Huggett. Cost will be \$25,000. City of Langford is ready to abide by what his recommendations are.*

Director, Ron Mattson commented that the Town of View Royal would vote for option 1.

MOVED/SECONDED BY DIRECTORS MATTSON AND MARTIN THAT THE MEETING MOVE IN CAMERA.

ADJOURNMENT

13. **MOVED/SECONDED** BY DIRECTORS HAMILTON AND MACKINNON THAT THE MEETING BE ADJOURNED AT 7:42PM.
CARRIED