



BOARD OF DIRECTORS

Minutes of the West Shore Parks and Recreation Society Board of Directors Meeting Thursday, December 8, 2016 in the Lower Clubhouse

PRESENT: Directors Rob Martin (Chair), Leslie Anderson, Lilja Chong, Arnie Hamilton, Al Hood, Ron Mattson, Andy MacKinnon (Alternate for Moralea Milne) and Ed Watson

ABSENT: Directors Les Bjola, Jennifer Jakobsen, Matt Sahlstrom, Lanny Seaton, Winnie Sifert, Darren Wright and Terry Young

STAFF PRESENT:

Linda Barnes, Administrator
Sue Dickson, Manager of Finance
Wade Davies, Manager of Operations
Brian Merryweather, Manager of Human Resources
Lisa Lehive, Recorder

PUBLIC PRESENT: Mayor Carol Hamilton, City of Colwood
Janet Hood
Brad Wilkerson
Cherry Merryweather

CALL TO ORDER

1. The Chair called the meeting to order at 7:02 PM.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY DIRECTORS HOOD AND WATSON THAT THE AMENDED AGENDA BE APPROVED WITH THE ADDITION OF 7 (a) JDF ELECTORAL DISTRICT UPDATE, 8 (a) INFORMATION REGARDING THE FIELDHOUSE AND 7 (b) SKATEPARK UPDATE.

CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS MACKINNON AND CHONG THAT THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 17, 2016 BE ADOPTED.

NO ERRORS, NO OMMISIONS

CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

5. The Chair gave the following remarks:
- The Chair met with the Goldstream Gazette and discussed some highlights from the last 4 years:
 - o Sara Beckett's funeral – Staff did an amazing job.
 - o Innovative partnerships such as the NLCs at Belmont School and Royal Bay School.
 - o Vellox moved from UVic to WSPR and is now West Shore Rugby Club.
 - o Supported and fostered environmental stewardship of the WSPR property.
 - o 10 year naming rights with the Q.
 - o 5 year contracts with both the Shamrocks and Grizzlies.
 - o Events such as Rock the Shores and Alice Cooper.
 - o International events in archery, curling and lawn bowling.
 - o Raven Hockey Club for children with developmental delays.
 - o WSPR support of Syrian Refugees.
 - The Chair thanked WSPR staff.
 - The Chair thanked Linda Barnes for walking him through being Chair, and thanked Sue Dickson, Brian Merryweather, Wade Davies, Sandy Clarke and Lisa Lehive for their efforts and relationship.
 - The Chair also thanked the Board for the respect he was given and the respect given to other Board Members.

STANDING COMMITTEES

6. a) **Finance**
- N/A
- b) **Strategic Planning**
- N/A
- c) **Policy**
- N/A

OLD BUSINESS

7. a) JDF Electoral District Update
- Linda Barnes provided the following update:
 - o Mike Hicks sent an email that the JDF Electoral District was withdrawing from WSPR.
 - o Last year at this time, the JDF Electoral District went to the CRD and asked for permission to withdraw from WSPR; a letter was supposed to be sent to the Owners Group.
 - o WSPR did not know that had been endorsed at the CRD.
 - o The Owners have not received official notice of the withdrawal nor has WSPRS.
 - o Meeting with Bob Lapham (CAO of the CRD) next week.
 - o WSPR has budgeted for 2017 with JDF Electoral District; they need to be held accountable for 2017 requisition which is approximately \$25,000.
 - Mayor Carol Hamilton, City of Colwood validated everything Linda Barnes noted above.
 - o The JDF Electoral District did not follow the correct process to give notice.

FOR INFORMATION ONLY

b) Skatepark Update

- Linda Barnes gave the following update:
 - o A staff group met to look at options of where the Skatepark could go on site as there is not a lot of interest from municipalities to have it on their land.
 - o The Skatepark Coalition has been notified that WSPR may have land available on site and they are extremely excited about this prospect.
 - o Preliminary costing and designs will be completed and then this report will be taken to the Board. From here it can then go to municipalities.
 - o The Board had requested that a letter be sent to the municipalities, however this will wait until the preliminary costing and designs are complete and the Board has approved the plans.

Further Discussion

- Director Mattson noted that the View Royal council wants the Skatepark onsite at WSPR as they don't think anyone will come off site to maintain it regularly.

FOR INFORMATION ONLY

NEW BUSINESS

8. a) Information regarding the Fieldhouse
- The ceiling in Fieldhouse came loose and fell including about 1000 lbs of panel.
 - An engineer was in today to assess the situation and has advised Wade Davies to remove and replace all 12 panels.
 - An insurance claim call has been placed.
 - It was most likely a design flaw and the way the bulk heads were fastened 25 years ago. Staff could not have anticipated this in a maintenance plan.
 - There is no structural damage as only a bulk head was affected.
 - Staff have been able to move around some events. However WSPR may loose some business if people do not want to be in a different room.
 - Linda Barnes thanked the staff for being so accommodating including Food and Beverage staff who were cheerful and professional during this incident.

Questions:

- Was there anyone inside the building at the time the ceiling collapsed?
 - o No, it happened at night.
- Will this affect the Pro Shop?
 - o No, the Pro Shop is separate and was not affected.
- How does this affect the West Shore Rugby Club?
 - o They are off because of the snow and then for Christmas Holidays.
- How long will the Fieldhouse be closed for?
 - o Rough estimate – until the end of January.

FOR INFORMATION ONLY

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

Highlights from the report:

- The Parks Department has turned the lawn bowls grass into mini pitches to accommodate more soccer usage on site. This also could be lit in the evenings as needed.
 - o What does this do to the lawn bowls grass?
 - This will not drastically affect the grass. A little more seed and punching will be needed in the spring.
 - o Is WSPR maxed out on property usage? Could we build another field?
 - No, WSPR is already encroaching onto DND property. WSPR rents some of the DND's land.
- Linda Barnes thanked Rob Martin, Board Chair, for all the enthusiastic work he has done as Chair. Chair Martin has been a wonderful media representative for WSPR and we are glad Chair Martin will continue on with the WSPRS Board.

FOR INFORMATION ONLY

b) Human Resources Report

FOR INFORMATION ONLY

IN CAMERA

10. N/A

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS HAMILTON AND MATTSON THAT THE MEETING BE ADJOURNED AT 7:22 PM.
CARRIED