

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, February 9, 2017 in the Lower Clubhouse**

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**PRESENT:** Directors Ed Watson (Chair), Leslie Anderson, Lilja Chong, Arnie Hamilton, Al Hood, Jennifer Jakobsen, Rob Martin, Ron Mattson, Moralea Milne, Lanny Seaton, Winnie Sifert and Allen Sturgeon

**ABSENT:** Directors Les Bjola, Matt Sahlstrom and CRD Director

**STAFF PRESENT:**

Linda Barnes, Administrator  
Sandy Clarke, Manager of Recreation  
Sue Dickson, Manager of Finance  
Brian Merryweather, Manager of Human Resources  
Lisa Lehive, Recorder  
Rob Wilson, Fitness Coordinator  
Bobbi Neal, Community Development Coordinator

**PUBLIC PRESENT:** Carol Hamilton, Mayor of Colwood  
(4) Members of the Skatepark Coalition

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY DIRECTORS MATTSON AND SIFERT THAT THE AMENDED AGENDA BE APPROVED WITH THE REMOVAL OF IN CAMERA 10 (a) GREATER VICTORIA LABOUR RELATIONS ASSOCIATION DISCUSSION AND THE ADDITION OF 6 (d) ENVIRONMENT – COMMITTEE APPOINTMENTS.  
**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS MILNE AND CHONG THAT THE MINUTES OF THE REGULAR MEETING HELD JANUARY 19, 2017 BE ADOPTED.  
NO ERRORS, NO OMMISIONS  
**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

### CHAIRS REMARKS

5. The Chair gave the following remarks:
- The Strategic Planning Committee (including WSPR staff and managers) met on February 7, 2017. The Strategic Priorities 2016-2020 has been vetted by staff and will be presented to the Board during this meeting.
  - WSPR staff worked hard to keep the facility open and functioning safely during the snow storm. The Victoria Wolves were still able to play their scheduled game.

### STANDING COMMITTEES

6. **a) Finance**

- N/A

**b) Strategic Planning**

- Strategic Priorities 2016-2020 – Update from Director Jakobsen:
  - o The Board and Staff Strategic Planning Committee met on February 7, 2017 to review the most current version of the Strategic Priorities; impressed by the amount of engagement by staff, and how passionate and driven staff are to see these goals accomplished.
  - o There are a few minor changes from the version the Board received at the January meeting.
  - o The Board participated in a SWOT analysis last year and this has been incorporated into the Strategic Priorities.
  - o Action Items are a staff piece and for staff to add to their work plans. Action Items may be changed in the future as staff begin to work on outcomes.
  - o Board Exercise: The Board was asked to focus on the Desired Outcomes and what is the most important Desired Outcomes to be accomplished in 2017. Each Board Member was encouraged to put a sticker on six Desired Outcomes that they identified as the most important for staff to focus on in 2017.
  - o The Board was encouraged to add any additions or changes to the Desired Outcomes as necessary.
  - o After the exercise it was noted that there were trends with what was deemed as the more important Desired Outcomes. This will give staff some direction on where to focus their efforts as staff plan their action items.

***MOVED/SECONDED BY DIRECTORS JAKOBSEN AND ANDERSON THAT WSPR BOARD ADOPT THE STRATEGIC PRIORITIES FOR 2016-2020.***

***NO ERRORS, NO OMMISIONS***

***CARRIED***

**c) Policy**

- Committee Appointments
  - o The Chair called for volunteers for the Policy Committee.
  - o The Chair announced the following appointments to the Policy Committee:
    - o Directors Chong, Anderson and Hamilton

#### **d) Environment**

- Committee Appointments
  - o The Chair called for volunteers for the Environment Committee.
  - o The Chair announced the following appointments to the Environment Committee:
    - o Directors Milne, Jakobsen and Chong

#### **OLD BUSINESS**

#### 7. a) Skatepark Update

- Linda Barnes provided the following update:
  - o Staff revisited the idea of potentially building the Skatepark at WSPR. Staff came up with two strong possibilities which are noted in the report (Option 1 Bottom of the Hill and Option 2 Upper Lot Area).
  - o Using a rationale that included factors such as proximity to a bus route, parking, lighting for evening hours, etc., preference from the Skatepark Coalition and WSPR Staff would be to pursue Option 1 – Bottom of the Hill.
  - o WSPR Staff looked at various implications in using this site (Option 1) and it seems that it is a possible option.
  - o If the Board approves Option 1 as a possible site, then staff would like to go through an RFP process for a concept design. WSPR staff will prepare the RFP in house.
  - o Going through this process will allow staff to identify more concrete costs. Without knowing the site considerations it is difficult to identify accurate costs associated with this project.
  - o A Crime Prevention through Environmental Design (CPTED) approach will be used to ensure the park design deters criminal behaviour.
- Questions:
  - o Director Martin asked if different funding options including the Gas Tax Fund will be explored.
    - Not yet but, the Coalition will be looking into different funding options.
  - o Director Sturgeon asked how much the Skatepark will cost.
    - The attached report identifies the cost of the Skatepark to be about \$650,000 but a more detailed design is needed for a more accurate cost.

***MOVED/SECONDED BY DIRECTORS MATTSON AND MILNE THAT WSPR STAFF FURTHER EXPLORE OPTION 1 – BOTTOM OF THE HILL AS THE POTENTIAL LOCATION OF THE SKATEPARK.***

***NO ERRORS, NO OMMISIONS***

***CARRIED***

***MOVED/SECONDED BY DIRECTORS MATTSON AND HOOD THAT WSPR STAFF PREPARE A RFP FOR THE INITIAL CONCEPT DESIGN OF A NEW SKATEPARK AT WSPR.***

***NO ERRORS, NO OMMISIONS***

***CARRIED***

- Skatepark Committee Appointments:
  - o The Chair called for volunteers for the Skatepark Board Committee to work on this project.
  - o The Chair announced the following appointments to the Skatepark Committee:
    - Directors Mattson, Hood and Jakobsen
    - Director Mattson will Chair this committee.
  - o The committee and staff will work with and communicate with the Skatepark Coalition.

**NEW BUSINESS**

8. Director Seaton noted:
- Langford will be replacing Rugby Canada Field #1 in August 2017. The field is 15 years old. WSPR should anticipate more field bookings during this closure. The expected closure timeline is 3 weeks.

**FOR INFORMATION**

9. **a) Human Resources Report**

Highlights from the report:

- Several positions are currently posted, which is normal for this time of year as auxiliary's tend to be students.

**FOR INFORMATION ONLY**

**b) Administrator's Report**

Highlights from the report:

- The parks department has installed a new ET (evapotranspiration) system which waters the fields based on weather reports and can anticipate different surfaces getting different amounts of waters. This will reduce water use.
- Addition to report:
  - o In January a young child was killed in car accident. This child was a member of our out of school care program and the family has been coming to the recreation centre for years. WSPR brought in counselling service for staff. WSPR ASC staff were outstanding. The family stopped by WSPR to thank the staff for the comfort they were given. WSPR will be putting a decal on the new Sunshine Coach that will read "Remembering Evelyn".

**FOR INFORMATION ONLY**

**IN CAMERA**

10. **N/A**

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS SEATON AND SIFERT THAT THE MEETING BE ADJOURNED AT 7:35 PM.  
**CARRIED**