

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, January 17th, 2019 in the Boardroom**

PRESENT: Directors Joe Martignago (Chair), Kim Anema, Lorraine Hilton, Ian Howat

ABSENT: Darren Kiedyk

STAFF PRESENT:

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

PUBLIC PRESENT:

Marcie McLean, Highlands Resident
Jonathan Huggett, Consultant

CALL TO ORDER

1. The Chair called the meeting to order at 12:03pm.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS HILTON AND ANEMA THAT THE AGENDA BE APPROVED, WITH THE ADDITION OF ITEM 8c: VERBAL UPDATE FROM STAFF REGARDING KEYCORP SPORTS AND ENTERTAINMENT.
CARRIED.

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS HILTON AND HOWAT THAT THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 13th, 2018 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. Marcie Mclean, Highlands resident commented on the following items:
 - a. The Boardroom is difficult to locate and presents challenges for those with mobility difficulties. Request for the board to consider an alternate meeting location.
 - b. The request from the Ministry of Justice to utilize West Shore Parks & Recreation facilities as a courthouse location in the event of a disaster causes concern. Request for the board to suggest the West Shore RCMP detachment or Victoria courthouse as alternatives to West Shore Parks & Recreation for security, safety and logistical reasons.

The chair thanked Ms. Mclean for her attendance and comments.

CHAIR'S REMARKS

5. N/A

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. **a) Surplus MFA Funds from Capital Use on Public Library**

Manager of Operations Wade Davies commented on the following:

In 2014 the CRD transferred \$105,197.20 to West Shore Parks & Recreation to be allocated to major library reconditioning projects. These funds were an overage in payment from municipal owners of the library from when it was initially built.

The recommendation from staff is to allocate the funds to the replacement of the library roof planned for 2019.

MOVED/SECONDED BY DIRECTORS HOWAT AND HILTON THAT \$105,197.20 BE ALLOCATED TO THE ROOF REPLACEMENT OF THE LIBRARY AS OUTLINED IN THE LETTER FROM THE CRD IN 2014.

CARRIED

b) Keycorp Sports and Entertainment

Acting Administrator Sandy Clarke commented on the following:

West Shore Parks & Recreation staff have been approached by Keycorp Sports and Entertainment with two requests pertaining to the Q! Centre. Given the review that is underway, staff would like direction from the board before responding.

The first request is to host a concert event in the Q! Centre in April. The second request is for the sale of additional advertising in the Q! Centre, specifically in the lobby. Typically requests for signage in addition to what is outlined in the current Lease Agreements would be brought to the Board Lease Agreement committee for consideration.

There was discussion among the Directors on how to proceed with this request.

MOVED/SECONDED BY DIRECTORS HOWAT AND ANEMA THAT STAFF DENY THE REQUEST FOR ADDITIONAL ADVERTISING IN THE Q! CENTRE UNTIL THE CONSULTANT'S REVIEW HAS BEEN COMPLETED.

There was further discussion among the directors of the implications of delaying a decision about the request until the review was complete.

ALL OPPOSED

DEFEATED

MOVED/SECONDED BY DIRECTORS ANEMA AND HILTON THAT STAFF WRITE A REPORT OUTLINING THE ADDITIONAL ADVERTISING REQUESTS MADE BY KEYCORP SPORTS AND ENTERTAINMENT AND PRESENT THIS INFORMATION FOR CONSIDERATION AT THE NEXT BOARD MEETING.

CARRIED.

Ms. Mclean, Highlands resident, inquired about the tendering process for events held at the Q! Centre, and the opportunity for multiple groups to put forward requests for use of the space.

The chair thanked Ms. Mclean for her comments, and staff provided additional information on how requests for facility use are received by West Shore Parks & Recreation.

FOR INFORMATION

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

Sandy Clarke, Acting Administrator highlighted the following:

The Management team is currently undertaking a review of West Shore Parks & Recreation's policy manual. An inventory has been completed, and a priority rating attached to those policies most in need of review and updating. The review will include the creation of new policies as needed.

The Health & Safety Committee has updated their facility Health & Safety inspection process to include the use of an app called iAuditor to perform safety inspections. This will allow for increased consistency in how inspections and follow up are performed.

Recruitment is currently underway for the replacement of the Acting Aquatic/Fitness Coordinator position. The position has been posted as a 6 month term position so staffing structure can be assessed once the consultant's review is complete.

Operations staff have been working diligently on the Investing in Canada infrastructure Program Grant application. An exciting portion of the project was inclusion of recommending energy upgrades which will reduce the consumption of electricity and natural gas in the facility considerably.

Operations staff will be very busy with several major projects throughout 2019 including the JDF multipurpose room roofs, pool liner and pool air handling unit. These projects are all in the major repair and maintenance budgets, with 2 of them being carried forward from 2018.

The 2018 Winter Wonderland Skate was another huge success. Despite a date change to accommodate the 2019 IIHF World Junior Hockey Championship, the JDF Arena hosted 15 school groups, 11 private rental groups, and 5 public skates between December 19 and 23.

WSPR, along with Seaparc Recreation were successful in acquiring a \$50,000 grant called "Physical Literacy 4 Communities" through the Sport 4 Life organization. Staff are working towards building awareness and understanding about Physical Literacy at all levels of the organization and the grant provides funding for this purpose.

The first day of registration for the Winter 2019 Activity Guide was on December 6, 2018. 66% of these registrations were completed online, compared to 54% registrations occurring online for the first day of Winter 2018 registration. Total gross revenue from course registrations for the first day of Winter 2019 registration was \$111,455, compared to \$76,985 for Winter 2018. Pass sales statistics were also strong for 2018.

The 2019 IIHF World Junior Hockey Championship training camp exhibition games and team practices went very well in the Q! Centre, and Hockey Canada was very happy with the facility. All of the

commercials with team Canada players were filmed at the Q! Centre, including skills filming for TSN ads and Tim Horton's commercials.

Program staff have been working to complete the "Community Child Care Space Creation Program Grant" application administered by UBCM in advance of the Jan 18th deadline. The requested \$1 million in funding will be specifically used for costs associated with the consultation, design and build of fully-accessible and inclusive licensed childcare spaces. As well, new revenue opportunities will come from additional facility rentals, new cooking programs and enhanced program opportunities.

IN CAMERA

2. **MOVED/SECONDED BY DIRECTORS HOWAT AND HILTON THAT THE MEETING MOVE IN CAMERA. CARRIED**

The chair Joe Martignago asked members of the public to leave for the duration of the in camera session.

ADJOURNMENT

11. **MOVED/SECONDED BY DIRECTORS HILTON AND ANEMA THAT THE MEETING BE ADJOURNED AT 12:40PM. CARRIED**