



BOARD OF DIRECTORS

Minutes of the West Shore Parks and Recreation Society Board of Directors Meeting Thursday, January 19, 2017 in the JDF Library Meeting Room

PRESENT: Directors Rob Martin (Chair), Les Bjola, Lilja Chong, Al Hood, Jennifer Jakobsen, Marcie McLean (Alternate for Leslie Anderson) Moralea Milne, Heidi Rast (Alternate for Ron Mattson), Matt Sahlstrom, Winnie Sifert, Allen Sturgeon and Ed Watson

ABSENT: Directors Leslie Anderson, Arnie Hamilton, Ron Mattson, Lanny Seaton and CRD Director

STAFF PRESENT:

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

PUBLIC PRESENT: Paddy Bradley, GVLRA Executive Director
Kevin Murdoch, GVLRA Board Chair

CALL TO ORDER

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

CHAIRS REMARKS

2. The Chair gave the following remarks:
 - Welcome Director Allen Sturgeon (City of Langford); replacing Terry Young
 - Alternates in attendance include Marcie McLean (for Director Anderson) and Heidi Rast (for Director Mattson).
 - Chair Martin thanked the Board for the last four years.

ELECTION OF OFFICERS

3. The Chair turned the meeting over to the Administrator to begin the Elections.

a) Chair

Nominations were called for Chair.
Director Milne nominated Director Watson (seconded by Director Sifert).
Director Watson accepted the nomination.

The Administrator called three times for further nominations and hearing none, Director Watson was elected as Chair.

Director Watson assumed the Chair at this time.

The Chair gave the following remarks about why he is taking on the role of Chair:

- The Chair recalled a picture that used to be in the JDF Arena lobby of opening day of the JDF Arena. The Chair explained that he was one of the boys in the photo and that he skated at the Arena. The Chair also noted that his children and grandchild use the Arena.
- The Chair stated that he has no political agenda.
- WSPR continues to serve the people that pay for it and live here.
- Everything is running very well and he is looking to continue this with the Board's help.

b) Vice-Chair

Nominations were called for Vice-Chair.

Director Watson nominated Director Anderson (seconded by Director Sifert).

In her absence, the Administrator confirmed Director Anderson had expressed acceptance of the nomination via email.

The Chair called three times for further nominations and hearing none, Director Anderson was elected as Vice-Chair.

c) Finance Chair

Nominations were called for Finance Chair.

Director Milne nominated Director Bjola (seconded by Director Sifert).

Director Bjola accepted the nomination.

The Chair called three times for further nominations and hearing none, Director Bjola was elected as Finance Chair.

APPOINTMENTS

4. a) GVLRA Representative and Alternate

The Chair called for a volunteer for the Greater Victoria Labour Relations Association Representative. In her absence, Marcie McLean and the Administrator confirmed Director Anderson had expressed interest in continuing on as the GVLRA Representative.

Director Anderson was appointed as the GVLRA Representative.

The Chair called for a volunteer for the Greater Victoria Labour Relations Association Alternate.

In his absence, Heidi Rast confirmed Director Mattson had expressed interest in continuing on as the GVLRA Alternate.

Director Mattson was appointed as the GVLRA Alternate.

b) The Chair and the Administrator announced the following appointments to the Standing Committees (Finance; Strategic Planning; Policy):

Finance: Director Bjola (Chair), Director Hood, Director Milne, Director Anderson and Director Mattson

Strategic Planning: Director Jakobsen, Chair Watson and Director Martin

Policy: Director Milne and Director Chong

Further Discussion:

- The Chair will appoint other Directors at a later date if anyone is interested.
- Director Anderson may be interested in the Policy Committee.
- Standing Committee appointments to be discussed at the next Board of Directors meeting.

APPROVAL OF AGENDA

5. ***MOVED/SECONDED BY DIRECTORS BJOLA AND SIFERT THAT THE AGENDA BE APPROVED.
CARRIED***

APPROVAL OF MINUTES

6. ***MOVED/SECONDED BY DIRECTORS HOOD AND SIFERT THAT THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 8, 2016 BE ADOPTED.
NO ERRORS, NO OMISSIONS
CARRIED***

PUBLIC PARTICIPATION

7. N/A

STANDING COMMITTEES

8. **a) Finance**
- N/A

b) Strategic Planning

- Strategic Priorities 2016-2020
 - o The Administrator encouraged Board Members to take the time to go through the draft document and send any comments to Lisa Lehive and herself.
 - o A meeting will take place soon with the Strategic Planning Board and staff committees to see if there are any additions.
 - o Addition by Alternate Heidi Rast to "10.3 Skatepark options for West Shore"
 - o Action Item: c) select a site / design a plan
 - o Addition by Linda Barnes to "10.3 Skatepark options for West Shore"
 - o Action Item: d) Fundraising

***MOVED/SECONDED BY ALTERNATES RAST AND MCLEAN THAT THE STRATEGIC PRIORITIES 2016-2020 DRAFT DOCUMENT BE REFERRED BACK TO THE STRATEGIC PLANNING COMMITTEE.
CARRIED***

- c) Policy**
- N/A

OLD BUSINESS

9. **a) CRD Withdrawal Update – Goldstream News Gazette Article "Tiny electoral area pocket withdrawn from parks and rec society"**
- Last December, 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. Unfortunately member municipalities and WSPR did not get notice of this.

- CRD has asked if member municipalities will accept their mistake. This decision has to be made by the Owners Group. CRD to send letter of appeal.
- The CRD have sent an official withdrawal for 2018.
- WSPR has budgeted for 2017 with JDF Electoral District which is approximately \$25,000.
- Director Martin urged councils to realize that they may need to make up the 2017 budget if the CRD is allowed to pull out for 2017 as it would not be fair to ask staff to cut down on the planned budget.

Questions:

- Marcie McLean asked if this will go to a Co-Owners meeting?
 - o Linda Barnes responded: That is up to the Co-Owners.
- Chair Watson asked if unanimous consent from the owners is required?
 - o Yes

FOR INFORMATION ONLY

NEW BUSINESS

10. a) Proposed 2017 Meeting Schedule

- April 20, 2017 and November 16, 2017 meetings will fall on the 3rd Thursday of the month due to holidays.
- Received feedback from a View Royal member that he has a meeting on the 3rd Thursday.
- The reason that certain Board meetings fall on the 3rd Thursday is due to attendance being low if the meeting is the night before a holiday.

FOR INFORMATION ONLY

b) WSPR Facility Tour Dates

- Some members have not seen the whole facility and we are more than delighted to do a facility tour.
- The facility tour will take place next month and will include going behind the scenes with Wade Davies, Manager of Operations to view some of our operational systems.
- This is a very interesting tour and all Board Members and Members of Councils are encouraged to attend.
- Lisa Lehive to send out an invitation to Board Members and Councils.

FOR INFORMATION ONLY

c) ADDITIONAL ITEM: Update on Fieldhouse

- Insurance did not cover the replacement of the ceiling panels in the Fieldhouse.
- Wade Davies and his team designed panels themselves and WSPR Maintenance staff installed them.
- Maintenance staff worked hard to fix the issue and saved WSPR \$30,000-\$40,000 by doing this in house.

Question: Has the renovated ceiling been inspected by an engineer?

- o Wade Davies responded: Yes, an engineer and the insurance company have looked at it.

FOR INFORMATION ONLY

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11. **a) Human Resources Report**

Highlights from the report:

- Karen Frost has retired – an employee with 38 service years
- We have applied for \$100,000 in federal funding for summer employees this year; \$20,000 more than past years.

Question:

- What does this dollar amount represent in terms of number of staff?
 - o Approximately 12. Last year we received grants for 9 staff members.

FOR INFORMATION ONLY

b) Administrator's Report

Highlights from the report:

- Successful in receiving an Enabling Accessibility Grant from Employment and Social Development Canada to install new drop down curbs, automated door buttons and widening doors.
- Grizzlies spectator numbers are counted by WSPR staff. No revenue is made from the Grizzlies, however they do pay their bills and have a winning team.
 - o Questions:
 - What are the budget implications of low attendance?
 - None as WSPR hosts other events that bring in revenue.
 - What are the budget implications with low sales in alcohol and food?
 - The budget has been adjusted knowing that the spectator count would be down.
 - o Director Bjola noted that the spectator problem is Canada wide.

FOR INFORMATION ONLY

c) Goldstream Gazette News Article: Successes, challenges come with WSPR appointment

- Director Martin noted the following with regards to the article:
 - o Disappointed in the article.
 - o Continually tried to promote staff and the Board, and how successful WSPR is. Hopes that this is what the general public got from the article.

FOR INFORMATION ONLY

IN CAMERA

12. ***MOVED/SECONDED BY DIRECTORS HOOD AND MILNE THAT THE MEETING MOVE IN CAMERA. CARRIED***

ADJOURNMENT

13. ***MOVED/SECONDED BY DIRECTORS HOOD AND BJOLA THAT THE MEETING BE ADJOURNED AT 8:36 PM. CARRIED***