

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Monday, July 16<sup>th</sup>, 2018 in the Boardroom**

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**PRESENT:** Directors Joe Martignago, Darren Kiedyk, Lorraine Hilton, Kim Anema

**ABSENT:** Director Ian Howat

**STAFF PRESENT:**

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

**PUBLIC PRESENT:**

Christopher Paine, City of Colwood CFO

**CALL TO ORDER**

1. The Chair called the meeting to order at 1:28PM.

Acting Administrator and Chair, Sandy Clarke confirmed the process of distributing the agenda and board materials and posting the agenda for public awareness.

**APPROVAL OF AGENDA**

2. ***MOVED/SECONDED*** BY DIRECTORS KIEDYK AND HILTON THAT THE AGENDA BE APPROVED AS PRESENTED.  
***CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED*** BY DIRECTORS ANEMA AND KIEDYK THAT THE MINUTES OF THE REGULAR MEETING HELD MAY 10<sup>TH</sup>, 2018 BE ADOPTED.  
***NO ERRORS, NO OMMISIONS***  
***CARRIED***

**ELECTION OF OFFICERS**

4. **a) Chair**  
Nominations were called for Chair.  
Director, Kim Anema nominated Director, Joe Martignago.  
Director, Joe Martignago accepted the nomination.

The Acting Administrator and Chair, Sandy Clarke called three times for further nominations and hearing none, Director, Joe Martignago was elected Chair.

Director, Joe Martignago assumed the Chair at this time.

It was discussed and agreed upon that the role of Vice-Chair and the role of Finance Chair would be combined.

**b) Vice-Chair/Finance Chair**

Nominations were called for Vice-Chair/Finance Chair.

Director, Lorraine Hilton nominated Director, Kim Anema.

Director, Kim Anema accepted the nomination.

Chair, Joe Martignago called three times for further nominations and hearing none, Director, Kim Anema was elected Vice-Chair/Finance Chair.

**STANDING COMMITTEES**

5. **a) Finance**

i) Amended Budget Discussion

*Manager of Finance, Grant Brown highlighted the following:*

- The budget has been re-worked to show that the reserve funds are going towards capital expenditures. The new format shows a net operating budget surplus of \$302,150. The new format also shows a higher administration figure which is attributed to the proposed consultant's fee of \$60,000.

*Director, Joe Martignago confirmed that the only difference is the additional \$60,000 fee for the consultant.*

*Director, Darren Kiedyk asked if the requisition amounts are the same.*

*Manager of Finance, Grant Brown commented that the requisition amounts from 2016 are being used.*

*City of Colwood CFO, Christopher Paine commented that the difference is in the presentation. There is additional detail describing what is occurring to the reserve fund.*

A discussion occurred around the status of the unfunded members TCA, shown in the Reserve Summary.

*Manager of Finance, Grant Brown commented that the weight room was expanded in 2010 and the costs are being depleted by the surplus generated by the weight room.*

*City of Colwood CFO, Christopher Paine commented that we borrowed against our own reserves.*

*City of Colwood CFO, Christopher Paine commented that the budget was originally rejected because the reserve funds were shown to be required for the operational budget. The new budget layout*

*shows the operating budget generates a surplus, and the reserve funds appropriately fund the capital projects.*

*Chair, Joe Martignago commented that he recommends that the new budget layout be taken to councils for their approval.*

*Director, Kim Anema commented that the new budget layout has a new presentation and the addition of a consultant's fee for \$60,000. The City of Colwood didn't approve the budget as it was shown previously and the other municipalities did. Director, Kim Anema commented that he recommends that we all approve the same budget presentation and take it to all councils for approval.*

*City of Colwood CFO, Christopher Paine commented that the additional \$60,000 is the substantial difference.*

*Director, Kim Anema commented that he will put together a council report and attach it to the budget document. He will take it to his council Tuesday, July 17, 2018 and circulate the report to all Directors to take to their councils.*

***MOVED/SECONDED BY DIRECTORS ANEMA AND KIEDYK THAT THE NEW BUDGET LAYOUT BE PRESENTED TO ALL COUNCILS FOR APPROVAL.***

***CARRIED***

City of Colwood CFO, Christopher Paine left the meeting at 1:45pm.

ii) 2018 Financial Review - May

*Manager of Finance, Grant Brown highlighted the following:*

*- Manager of Finance, Grant Brown asked the board of directors if they would like a monthly report or a quarterly report and whether or not they would like a summary of the monthly Revenue and Expenditures included.*

*Director, Kim Anema commented that he would prefer quarterly reports with the addition of the monthly summary of Revenue and Expenditures.*

*- Manager of Finance, Grant Brown reviewed his Interim 2018 Financial Review as of May 2018 and provided some clarifying comments and highlights.*

*Manager of Finance, Grant Brown commented that we transitioned to a new recreation software, PerfectMind in September and this has changed how we realize revenues (accrual versus cash system).*

***MOVED/SECONDED BY DIRECTORS ANEMA AND KIEDYK THAT THE REPORT BE APPROVED AS PRESENTED.***

***CARRIED***

**b) Committee Schedule**

*Acting Administrator, Sandy Clarke commented on the following:*

- The committees that were in effect previously included Finance, Strategic Planning, Environment, Skatepark, Policy, Facility Review and Grizzlies/Shamrocks Lease Committee.

For the interim board, the following recommendations were made:

1. The finance committee could be amalgamated with the board meetings as the people required at both are the same.
2. The policy committee is not an ongoing committee and only comes together when the board policy manual needs updating or a new WSPR Policy is being introduced. These can occur as a staff report.
3. The Strategic Planning and Skatepark Committees can continue as staff driven reports given to the board of directors on a regular basis.
4. The Environment Committee can continue as a staff driven committee.

*Director, Lorraine Hilton commented that she supports the suggestions as there are not enough board members to do detailed committee work.*

*Director, Kim Anema commented that he supports the Finance Committee amalgamating with the board meetings and wishes to discuss the Skatepark Committee work on a regular basis. Director, Kim Anema expressed that the Town of View Royal is anxious to see the project proceed and is willing to put in funding.*

*Acting Manager of Recreation, Geoff Welham commented that the Westshore Skateboard Coalition is prepared to inform board members of the concept drawings and projected funding costs at the September 2018 board meeting. The coalition is currently brainstorming fundraising possibilities and will be seeking direction from board members.*

*Acting Administrator, Sandy Clarke commented that the Westshore Skatepark Coalition is looking for the board of directors to be informed and to support them in their fundraising initiatives. They are not expecting financial contributions from any of the municipalities at this time.*

*Acting Manager of Recreation, Geoff Welham commented that there is the potential for naming rights and the Westshore Skatepark Coalition is looking for direction around this option.*

*Chair, Joe Martignago confirmed that the Finance Committee will meld with the board meetings and all other committees will continue as staff reports.*

*Director, Kim Anema asked if a review of each committee could be done.*

The following was discussed:

#### Policy Committee

*Director, Kim Anema asked if this committee focused on board policy manuals versus administrative policies?*

*Acting Administrator, Sandy Clarke commented yes, that the focus is primarily keeping the board policy manual updated. If a new WSPR Policy is drafted that the board may need to be informed of, it would come forward.*

### Lease Committee

*Manager of Operations, Wade Davies commented that the Lease Committee doesn't come up often but occasionally we need to address it.*

*Director, Kim Anema commented that the board of directors will be looking at all leases on their own initiative before February 2019 so no committee is needed.*

### Environment Committee

*Manager of Operations, Wade Davies commented that it was an initiative to review the Garry Oak area onsite. The work has become part of staff's work plan and no committee is required.*

### Facilities Review Committee

*Director, Kim Anema asked what the Terms of Reference referenced in the previous minutes were?*

*Acting Administrator, Sandy Clarke commented that when the committee was created 6 months ago, the Terms of Reference was created. The Terms of Reference will be circulated with the minutes from this meeting, which will provide an overview of the committee's focus.*

*Director, Kim Anema asked if the committee should continue.*

*Acting Administrator, Sandy Clarke commented that the committee was informed by work staff was compiling. Staff will continue that work with a consultant in the future.*

## **NEW BUSINESS**

### **6. a) Program overview presentation**

*Acting Administrator, Sandy Clarke presented a PowerPoint presentation of the type and scope of programs offered at WSPR.*

PowerPoint presentation available upon request.

### **b) SD62 update on NLC spaces**

*Acting Manager of Recreation, Geoff Welham highlighted the following:*

*- WSPR was informed that our lease with Royal Bay School where the Neighbourhood Learning Centre was operating would be terminated in 90 days as a result of the school's need for the space for school population growth.*

*Chair, Joe Martignago asked what is done in those spaces.*

*Acting Manager of Recreation, Geoff Welham commented that WSPR uses the spaces to provide services in the community. At Royal Bay School, WSPR offers after school care programs, licensed preschool, summer camps and a youth drop-in space.*

Director, Darren Kiedyk asked if the programs are being dropped or relocated.

Acting Manager of Recreation, Geoff Welham commented that the programs are being relocated to JDF Recreation Centre. Staff will also look for possible additional spaces in the community for the future.

Director, Darren Kiedyk enquired about Centennial Centre as a community space.

Acting Manager of Recreation, Geoff Welham commented Centennial Centre is our arts and culture hub and offers consistent programs such as dance, music and art programs. Numbers in those programs are growing.

Acting Administrator, Sandy Clarke commented that Royal Bay School and Belmont School received additional funding to build the Neighbourhood Learning Centres and the spaces were to be used by community groups only. The school populations are growing and currently they don't have the required space. As a result, they are needing to use the Neighbourhood Learning spaces for classrooms. WSPR was going to vacate Centennial Centre in the past, however, the City of Langford asked us not to. We are glad that we stayed in Centennial Centre and were able to create an arts and culture hub. WSPR will relocate their programs from the Neighbourhood Learning Centres to JDF Recreation Centre in September 2018 and as a result will reduce expenditures without a monthly lease fee to SD62.

Acting Manager of Recreation, Geoff Welham commented that we are making the relocation changes for September 1 at the start of our programs instead of by the given deadline of October 1, 2018.

#### FOR INFORMATION

#### 7. a) Human Resources Report

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

- There are currently 43 summer camp auxiliary staff.

#### FOR INFORMATION ONLY

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#### b) Administrator's Report

Sandy Clarke, Acting Administrator commented on the following:

- This month's report includes the following:

- Summer camps are currently running. WSPR offers free programming within the community including Neighbourhood Nights, StoryWalks and Roving Play Parks. These events are held within the community which helps WSPR take its brand offsite.
- Rock the Shores was just held this past weekend and the venue looked great. Atomique Productions expected 5,000 people a day and the estimated number of people that attended was between 4,000-6,000 people a day. More events are being held throughout the summer.

- The Golf Course is seeing an increase in number of rounds played over last year due to the warm weather. Licensing of the area in June 2017 has increased the golfer experience.
- A new partnership with Brookes Westshore is beginning in the fall of 2018. The WSPR site will be used for their Physical Education program curriculum.

**MOVED/SECONDED** BY DIRECTORS KIEDYK AND HILTON THAT THE REPORTS BE APPROVED AS PRESENTED.

**CARRIED**

**FOR INFORMATION ONLY**

#### **IN CAMERA**

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

#### **ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS KIEDYK AND HILTON THAT THE MEETING BE ADJOURNED AT 3:32PM.  
**CARRIED**