



# BOARD OF DIRECTORS

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, June 22, 2017 in the JDF Library Meeting Room**

---

**PRESENT:** Ed Watson (Chair), Rob Martin, Leslie Anderson, Winnie Sifert, Les Bjola, Moralea Milne, Arnie Hamilton, Jennifer Jakobsen, Allen Sturgeon, Lanny Seaton, Lilja Chong

**ABSENT:** Al Hood, Ron Mattson, Matt Sahlstrom

**STAFF PRESENT:**

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

**PUBLIC PRESENT:** Carol Hamilton

**CALL TO ORDER**

1. The Chair called the meeting to order at 8:05PM.

**APPROVAL OF AGENDA**

2. ***MOVED/SECONDED BY DIRECTORS MILNE AND BJOLA THAT THE AGENDA BE AMENDED WITH THE ADDITION OF AN IN-CAMERA SESSION.***  
***CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS ANDERSON AND JACKOBSEN THAT THE MINUTES OF THE REGULAR MEETING HELD APRIL 20, 2017 BE ADOPTED.***  
***NO ERRORS, NO OMMISIONS***  
***CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

## CHAIRS REMARKS

5. *The Chair, Ed Watson commented on the following:*

- There have been three retirements recently including two from the Maintenance Department and Joan Awalt from the Bookings Department.
- Tom Rains, a long term employee with WSPR has passed away.

## STANDING COMMITTEES

6. a) **Finance – Quarterly Report**

*Chair of the Finance Committee, Les Bjola comments:*

- WSPR is operating on the 2016 requisitions as Langford has not approved the 2017 operating budget as yet.
- Expenses are up but revenues are also up.
- LED light upgrade is paying off in a significant way.

*Discussion:*

- *Chair, Ed Watson asks if the requisition change is because of the non-approval of the 2017 budget?*
  - *Sandy Clarke, Acting Administrator answers that the requisition amount defaults to 2016 until there is unanimous approval of the 2017 budget.*

b) Strategic Planning

- N/A

c) Policy

- N/A

d) Environment

- N/A

e) Skatepark Committee

- N/A

**MOVED/SECONDED** BY DIRECTORS SEATON AND STURGEON THAT THE REPORTS BE APPROVED AS PRESENTED.

**CARRIED**

## OLD BUSINESS

7. N/A

## NEW BUSINESS

8. a) Shamrocks/Grizzlies Advertising Proposal Report

*Operations Manager, Wade Davies highlighted the following:*

- The Shamrocks have come forward with a proposal for extra advertising in three areas of the Q Centre including the stair aisles, underneath the steel stairs to the upper lounge and operations lounge, and stickers on seats of certain chairs within the arena.
- The Shamrocks and the Grizzlies met with the Lease Committee and had a subsequent meeting to discuss the proposals. It was discussed that under the stairwells is not the best use of advertising. The chairs are also not a good idea as the stickers could potentially be defaced or picked off by children and are also not aesthetically pleasing.
- An agreement has been drafted and the Shamrocks have been given a copy to read over. The Shamrocks and the Grizzlies have agreed to do a 50% split on space available.
- A flat fee equal to 25% fee of the value of the advertising is to be given to West Shore Parks & Recreation as agreed upon and indicated in our policies. The Shamrocks and the Grizzlies agreed to these terms.
- The Lease Committee discussed the stair aisle advertising, however, not all were in favour.

*Discussion:*

- *Director and Lease Committee Member, Les Bjola commented that he didn't want the arena overrun with advertising and doesn't agree with the proposal.*
- *Director, Allen Sturgeon asked who sells more seats per game.*
  - *Wade Davies, Operations Manager commented that the Shamrocks do per game but the Grizzlies play more games and have a longer season.*
- *Director Allen Sturgeon asks if the rent is the same.*
  - *Operations Manager, Wade Davies answers that the rent for the Grizzlies is more because of the maintenance of the ice and the length of the season.*

**MOVED/SECONDED BY DIRECTORS JAKOBSEN AND CHONG APPROVE THE REPORT AS PRESENTED.**

**CARRIED**

(b) *Operations Manager, Wade Davies provided a verbal report regarding the Lights at the Q Centre:*

- There were three lights out over the stands of the arena at the Q Centre. The fixtures need to be replaced as the heat from the bulbs have deteriorated them.
- The cost to replace the bulbs is \$9000 over the stands, and \$150,000 over the floor of the arena for the materials only. The replacement will also change the bulbs to LED.
- Currently only looking at replacing the lights over the stands. The lights over the floor will be a future planned project.

*Discussion:*

- *Director Les Bjola asked what the savings would be each year.*
  - *Operations Manager, Wade Davies answers that the savings are approximately \$7,000 a year, so the pay back on investment is long.*
- *Director, Les Bjola asks whether there is a safety issue.*
  - *Operations Manager, Wade Davies responds that the fixtures are secure and pose no safety or risk of falling material.*

(c) *Brookes Westshore School Report*

*Sandy Clarke, Acting Administrator highlighted the following:*

- There is a new school opening in September 2018 next to the Royal Roads University.
- The school would like to develop a long term relationship and utilize our facilities for their PE classes.
- This is a large rental with large revenue potential. The school also wishes to include WSPR in their promotional material.

#### **FOR INFORMATION**

9. **a) Human Resources Report**

*Brian Merryweather, Manager of Human Resources reports the following highlights:*

- Nothing to add to written report.

***MOVED/SECONDED BY DIRECTORS BJOLA AND MILNE THAT THE HUMAN RESOURCES REPORT BE APPROVED AS PRESENTED.***

#### **FOR INFORMATION ONLY**

**b) Administrator's Report**

*Sandy Clarke, Acting Administrator reports the following highlights:*

- Commended the staff on the transitions that were made during the last month.
- Aboriginal Day Festivities held at WSPR on June 21<sup>st</sup>, saw approximately 1000 people.
- Commonwealth Games – The council members may have received information on this

topic as they are asking the municipalities for support. A report listing proposed venues has been circulated and WSPR is prominent on that list.

*Discussion:*

- Director, Lanny Seaton mentioned that the request came to the last council meeting and asked for the municipality's interest. There is a question of what the security is going to cost.
- Director, Moralee Milne commented that the Commonwealth Games asked for \$25 million from the region.
- Mayor Carol Hamilton commented that the request was also of in kind items.

**MOVED/SECONDED** BY DIRECTORS BJOLA AND SEATON THAT THE ADMINISTRATOR'S REPORT BE APPROVED AS PRESENTED.

**CARRIED**

**FOR INFORMATION ONLY**

**IN CAMERA**

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

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS MILNE AND JAKOBSEN THAT THE MEETING BE ADJOURNED AT 8:42PM  
**CARRIED**