

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, March 14<sup>th</sup>, 2019 in the Boardroom**

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**PRESENT:** Directors Joe Martignago (Chair), Kim Anema, Darren Kiedyk, Lorraine Hilton, Chris Pease

**ABSENT:** Kim Anema

**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:**

Jonathan Huggett

**CALL TO ORDER**

1. The Chair called the meeting to order at 2:00PM

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS KIEDYK AND PEASE THAT THE MINUTES OF THE REGULAR  
MEETING HELD FEBRUARY 14<sup>th</sup>, 2019 BE ADOPTED.  
NO ERRORS, NO OMMISIONS  
CARRIED***

**PUBLIC PARTICIPATION**

4. None

**CHAIRS REMARKS**

5. The chair noted that he attended a senior staff meeting to discuss the press release on the RFEI for the Q Centre Arena. Staff appreciated the update from the Board.

**STANDING COMMITTEES**

6. N/A

**OLD BUSINESS**

7. N/A

#### **NEW BUSINESS**

**8. a) JDF Library Maintenance Agreement Memorandum (MAM)**

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

WSPR staff met with representatives from the GVPL. It was agreed that the Legacy JDF MAM between WSPRS and the GVPL be extended until December 31<sup>st</sup>, 2020 when the GVPL LOA is due to be renewed. Staff from the GVPL recommended that municipal owners be prepared to address the long term status of the Legacy MAM with the re-negotiation of the GVPL LOA for 2021, as the objective of this agreement is to replace other individual agreements.

***MOVED/SECONDED BY DIRECTORS KIEDYK AND PEASE THAT STAFF CONTINUE OPERATING ACCORDING TO THE JDF LIBRARY MAM UNTIL DECEMBER 31<sup>st</sup> 2020.  
CARRIED.***

#### **FOR INFORMATION**

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

*Sandy Clarke, Acting Administrator highlighted the following:*

Staff have engaged SunCorp Valuations to conduct an Appraisal of WSPR facilities and equipment to update valuations for insurance purposes. Updating WSPR facility and equipment values will ensure insurance levels are adequate. The fees and charges review process is underway for 2019/2020. The recommended fees and charges will be brought forward to the Finance Committee in April. Recruitment for the Manager of HR will be put on hold as we consider options to address our HR needs. The Community Recreation team has begun the process of hiring summer camp leaders. We hire approximately 40 day camp and inclusion leaders each summer.

The wet weather and snowfall resulted in a number of field closures in February. This also impacted the turf field and golf course. Parks staff did an exceptional job clearing snow and keeping the site as accessible and safe as possible for our regular patrons.

The Grizzlies are currently in playoffs after a very successful regular season which closed with them placed first in their division. JDF Skating Club hosts their annual ice show "Imagine" for 2 days in March, and will deliver 3 performances.

Family Day attendance was strong in both the pool and the arena. A provincial grant allows the provision of a free public skate and a free public swim. The Community Recreation team is working on two upcoming special events. On April 27 a new family event called "Family, Fitness and Flavours" will be hosted by WSPR. We are also planning Rock the Rink for June 1st, which focuses on youth bands showcasing their talents.

WSPR recently created an Inclusion Committee comprised of staff from all areas of the organization. Inclusivity of programs, services and facilities is a focus of our strategic plan, and the committee is creating a terms of reference to examine the various aspects of inclusion. Updates to signage on our family change room are also underway, identifying it as a universal change room moving forward.

***FOR INFORMATION ONLY***

**IN CAMERA**

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

Chair, Joe Martignago asked staff other than the Administrator and Recorder to leave for the duration of the in camera session.

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS HILTON AND PEASE THAT THE MEETING BE ADJOURNED AT 1:40PM.  
**CARRIED**

Adopted April 11, 2019