

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, March 8th, 2018 in the JDF Library Meeting Room**

PRESENT: Directors Ed Watson (Chair), Lanny Seaton, Ron Mattson, Allen Sturgeon, Moralea Milne, Leslie Anderson, Lilja Chong, Les Bjola, Lana LeBlanc, Roger Wade, Jenn Jakobsen, Matt Sahlstrom, Al Hood

ABSENT: Directors Rob Martin

STAFF PRESENT:

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

PUBLIC PRESENT: Mary Brooke – West Shore Voice News
Ron George

CALL TO ORDER

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

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS STURGEON AND JAKOBSEN THAT THE AGENDA BE APPROVED WITH THE FOLLOWING:

- ADD FACILITIES ADVISORY REVIEW AFTER 6.E)
- ADD PA SYSTEM TO NEW BUSINESS
- ADD IMPROVEMENT FOCUS OF USER GROUPS TO NEW BUSINESS

CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS MATTSON AND CHONG THAT THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 8, 2018 BE ADOPTED.

NO ERRORS, NO OMMISIONS

CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

5. *Chair of the Board, Ed Watson commented:*

Park and Ride: The City of Colwood removed the site from the road right of way and rescinded the application for re-zoning. It will stay as a Park and Ride until they find an alternative space.

2018 Budget: Director, Les Bjola spoke at the City of Colwood Council Meeting about cooperation and staying optimistic. The City of Colwood Council did not approve the 2018 budget due to concerns regarding the use of the reserve. There have been press releases in the media recently interviewing Colwood Council and the Mayor of Langford. The Board of Directors can't solve the funding issues with the owners.

Consultant, Jonathan Huggett: Ed Watson spoke with Jonathan Huggett last week. The Consultant will review the status of the organization and its operations as well as governance issues. He will be speaking with each Mayor/CAO and most likely the Board of Directors. Jonathan will have a report within the next 6-8 weeks.

Director, Ron Mattson asked who Jonathan Huggett will report back to.

Chair, Ed Watson commented that Jonathan Huggett will report back to the owners first and then the report will come to the Board of Directors.

STANDING COMMITTEES

6. **a) Finance Committee**

Finance Committee Chair, Les Bjola commented the following:

- The Finance Committee has not met yet this year.
- Linda Barnes and Les Bjola met to discuss the 2018 budget and what it meant to have it not approved. The reserve of 2.1 million is not reserved for just capital. Out of the 2.1 million, 1.3 million is set aside to repair the JDF Arena floor. That leaves \$800,000 that is not allocated to a specific area. The revenue from the front LED sign is deposited into the reserve account annually. Director, Les Bjola will provide a report on how to extract money from the Major Repairs and Maintenance from the 2016 budget to give us a 2018 budget that won't set a precedence.

Director, Roger Wade asked how much revenue is earned from the front LED sign.

Manager of Operations, Wade answered, \$12,000 every 3 months.

Director, Les Bjola commented that we had a 70/30 split agreement with the last company that looked after the advertising space. We have a 50/50 split agreement with the current company, Pattison Outdoor Advertising, and we are generating more revenue.

Director, Moralea Milne asked if the Major Repairs and Maintenance budget is earmarked for repairs.

Director, Les Bjola commented that the funds in the Major Repairs and Maintenance budget are not set aside for repairs. Manager of Operations, Wade Davies put together a 25 year matrix that itemized the maintenance needed to the various areas of the facility in order to keep the structures updated. When a repair is needed, Manager of Operations, Wade Davies puts the budget request for the item in for the year it needs maintenance.

Director, Moralea Milne commented that it is good to keep a healthy reserve in there.

Director, Les Bjola commented that the funds are not restrictive.

Manager of Operations, Wade Davies commented that the auditors request that we have a Major Repairs and Maintenance Budget.

Chair, Ed Watson commented the proposal regarding using the 2016 budget for 2018 is that if there is a deficit, the shortfall would come from the reserve.

b) Strategic Planning Committee

Chair of the Strategic Planning Committee, Ed Watson highlighted the following:

- The Strategic Planning Committee is taking a hiatus due to the Consultant's report and the start of the Facilities Review Committee.

c) Policy

Acting Administrator, Sandy Clarke commented the following:

- The Policy Committee will meet next week to discuss updates to the Board Policy Manual.

d) Environment

N/A

e) Skatepark

Chair of the Skatepark Committee, Ron Mattson highlighted the following:

- 64 people attended the Open House on March 6th, 2018.
- Two concept drawings by New Line Skateparks Inc. were presented.
- 50% of the attendees were youth.
- 36 forms were filled out with comments.
- Until March 14th, 2018, the general public can submit comments using survey monkey.
- A 3D concept drawing will be presented mid-April.

Acting Manager of Recreation, Geoff Welham commented that there was lots of excitement in the room. The attendees ranged from experienced adults to lots of kids. The consultants did a fantastic job.

Director, Lana LeBlanc, commented that it was a positive evening. Parents were seen dropping off young kids who attended the meeting. The points made by the public represented a variety of skaters that included older adults, younger adults, and young kids. Surveys are available to the public through the Westshore Skatepark Coalition.

Director, Al Hood commented that there were a lot of stereotypes that attended the meeting ranging from young kids to 60 year olds. The energy in the room was amazing. There was huge interest which I haven't seen at a meeting in a long time.

Director, Lilja Chong commented that the discussion was uplifting. There were a variety of styles represented at the meeting including old school skaters and younger kids. It was suggested that we give the kids what they want as they will be skating into the future. There were skaters who travel and compare pieces from parks they have been to. The common intent was to make this skatepark a destination place. There was a good in depth discussion around designing the park for just skaters or designing it for a variety of users.

f) Facilities Review Committee

Chair of the Facilities Review Committee, Moralea Milne, commented on the following:

- First Facilities Review Committee meeting was held prior to the board meeting today. The focus of the discussion was to determine the terms of reference in relation to regional programs and facilities while keeping our public mandate in mind. Areas we are looking at are the cost effectiveness of our programs, the framework, trends, and updating the Perc report. Looking at what people want, what are our costs, is the facility sustainable and does it serve all of the West Shore. Local council members have been asked to supply the committee with the current facilities for each municipality and what they are planning to build in the near future.

**MOVED/SECONDED BY SEATON AND MATTSON THAT THE REPORTS BE APPROVED AS PRESENTED.
CARRIED**

OLD BUSINESS

7. N/A

NEW BUSINESS

8. **a) PA System**

Director, Al Hood commented on the following:

- Do we have a portable PA system that can be used for future meetings? It can be hard to hear points that are made. What can we do make the comments made during board meetings more audible?

b) User Groups

Director, Al Hood commented on the following:

- I belong to a few user groups at WSPR and they don't feel like they are a part of the WSPR family. There are viewed as just a renter. Can we let the community know that certain user groups call WSPR their home.

Chair, Ed Watson confirmed that Director Al Hood was talking about branding the front LED sign.

Director, Al Hood answered yes, it may help the Victoria Grizzlies and Victoria Shamrocks sell tickets. Talked to the curling club about the fact that they will need to become a bigger part of the facility if the programs are to stay in operation. They responded by saying that unless they feel that they have input they will remain on the outside.

Director, Moralea Milne asked if we have advertising time with 'the Q' and can we use some of that time to do some brand advertisement focused on 'the home of the Victoria Grizzlies/Victoria Shamrocks.' Perhaps focus on the curlers as well.

Acting Administrator, Sandy Clarke commented that staff have connections with the user groups so maybe we lose sight of it and we could do a better job of letting the community know who uses the spaces.

Director, Al Hood commented that there are a large number of users in these groups.

Director, Ron Mattson commented that we could look at how the users can be more involved.

Director, Les Bjola commented that perhaps each Board Member can act as a liaison with a user group. Perhaps we also feature a 'Did you know?' advertising feature on the front LED sign showcasing our user groups.

Director, Lilja Chong asked if WSPR has an Instagram account.

Acting Manager of Recreation, Geoff Welham answered that we are working on it.

Director, Lilja Chong commented that user groups often tag WSPR on Instagram but it doesn't lead to anywhere because WSPR doesn't have an account. A lot of younger people use Instagram to check out spaces they are considering using.

Director, Jenn Jakobsen commented that WSPR is a blended family of recreation centres. The average person in View Royal doesn't know that WSPR is their municipal recreation centre. WSPR does a good job of providing stats in the annual report. May be beneficial to put the stats in front of the community.

FOR INFORMATION

9. **a) Human Resources Report**

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

N/A

FOR INFORMATION ONLY

FOR INFORMATION

b) Administrator's Report

Sandy Clarke, Acting Administrator reported the following highlights:

- In 2018 progress in the growth of our pass sales is being seen.
- The BC Government gave WSPR a \$1000 grant to provide free activities on Family Day. The free swim had 250 admissions, the free skate had 185 admissions with 145 skate rentals and the arts literacy station had 13 families participate.
- Interviewed on the All Points West CBC radio show and described our programs and services. Focused on the licensed care programs that involve picking children up from 12 schools, which no other recreation centre provides.
- The Westshore Wolves and Victoria Grizzlies are both in playoffs currently and there are lots of tradeshows planned for the near future.

MOVED/SECONDED BY DIRECTORS BJOLA AND WADE THAT THE REPORTS BE APPROVED AS PRESENTED.

CARRIED

FOR INFORMATION ONLY

Director, Moralea Milne commented that she often provides a copy of the Administrator's report to council members for their information.

IN CAMERA

10. **MOVED/SECONDED** BY DIRECTORS HOOD AND SEATON THAT THE MEETING MOVE IN CAMERA.

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS WADE AND LEBLANC THAT THE MEETING BE ADJOURNED AT 8:16PM.

CARRIED