

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, May 14th, 2020 in the WSPR Boardroom / Teleconference**

PRESENT: Directors Joe Martignago (Chair), Lorraine Hilton, Darren Kiedyk, Robert Earl, Kim Anema, Stewart Parkinson

ABSENT: N/A

STAFF PRESENT:

Grant Brown, Administrator and Manager of Finance
Wade Davies, Manager of Operations
Geoff Welham, Manager of Recreation
April Luchinski, Human Resources Advisor
Chantelle Bremner, Recorder

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The Chair called the meeting to order at 2:59pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS EARL AND HILTON THAT THE MINUTES OF THE REGULAR MEETING HELD APRIL 9TH, 2020 BE PRESENTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. N/A

STANDING COMMITTEES

6. a) Finance Committee

- i. 1st Quarterly Financial Report

Kim Anema, Finance Committee Chair gave a brief synopsis of the 1st Quarterly Financial Report.

MOVED/SECONDED BY DIRECTORS ANEMA AND HILTON THAT THE 1ST QUARTERLY FINANCIAL REPORT BE APPROVED AS PRESENTED.

CARRIED

OLD BUSINESS

7. N/A

NEW BUSINESS

8. a) Board Director Transition

- i. Changes to the Society Act
- ii. WSPRS Board Director Terms
- i. Commencement Date of New Board Directors

It was discussed that Director Kim Anema is working on changes to the Society Act. The terms and commencement date of new board directors was also discussed.

APRIL LUCHINSKI JOINED THE MEETING AT 3:10PM.

FOR INFORMATION

9. a) Administrator's Report

Administrator, Grant Brown highlighted the following:

Administration/Human Resources

We remain committed to following the safety guidelines put in place by local health authorities and therefore facilities remain closed during COVID-19 for the time being, apart from the re-opening of the golf course on May 6th.

An RFP for Recreation Management Software has been posted on BCBid and closes June 4th.

We have appointed an accounts clerk to the Finance Supervisor position on a 3-month term. She will be taking on more senior finance duties and some of her current responsibilities will be redirected to the other accounts clerk.

Human Resources has begun developing a Health & Safety policy in regards to Covid-19 to guide us moving forward.

Work continues on our records management policy as we move towards a greater use of electronic media as a means of file management.

Operations

While the facility has been closed, the maintenance staff, while adhering to social distancing have been giving the floors a shine, and the walls a fresh coat of paint.

The septic tank and system has been decommissioned at Centennial Centre and we are now connected to the Langford sewer system. The Parks crew will be landscaping the area and doing an overhaul on the Centre grounds this week.

The twenty-seven year old air handling units on the Centennial Centre building have also been replaced with new efficient models that are now connected to our central digital control.

Also connected to the central digital control system are the new computer boards that have been installed for the Fieldhouse and Clubhouse air handling units.

While the hot tub has been emptied, an engineer looked at some of the stress fractures in the concrete of the tub. He has given it a good bill of health with some suggestions for sealing around the jets and the two main drains which are in the process of being completed over the next couple of weeks.

We have completed the BC Hydro Clean BC grant documentation for the pool dehumidification system which will reclaim heat from the pool AHU and use it to heat the leisure pool, main pool, and change rooms. The value of the grant is \$68,400. This will reduce the natural gas consumption by 2,318 GJ/year and green house gas emissions by 114 tonne CO₂/year and save the facility \$19,176 per year.

Polar engineering has done preliminary engineering and costing for the JDF Arena floor replacement and heat exchange. The next step will be going to tender for a structural engineer and architect. The parks department continues to make our grounds look beautiful and the extra rest on the fields has them looking amazing.

Programs

The golf course re-opened on Wednesday, May 6th. To ensure the course operates safely, staff will supervise the first tee box to ensure social distancing is adhered to and the pay meter is disinfected after each use. To reduce points of touch, the pin flags will be set with a raised cup.

A "Parks Ambassador" program will also kick off upon the opening of the golf course. Parks Ambassadors will be responsible for patrolling the golf course and Lower Park gently reminding golfers to adhere to social distancing practices while playing. Reception, Finance, and Program staff will each provide staff to support this initiative. As restrictions are lifted and more outdoor space opens up, this program will continue to evolve.

Due to the uncertainty of the restrictions surrounding COVID-19, changes have been made to our summer camp offerings. Additional modifications may be implemented based on the potential lifting of Federal/Provincial and local authority restrictions.

WSPRS is extremely lucky to have such an amazing site where camps can be spread out to ensure compliance with social distancing guidelines and health policies but some adaptations have been put in place at this time including: reduction of camp size to 10, enhanced cleaning procedures, the cancellation of bus trips, out trips and swimming activities, and the majority of the camp day will be spent outside where possible. Enhanced COVID-19-based summer camp policies and procedures will also be sent out and signed off by parent or guardians prior to starting camp.

Despite these operational changes, staff have budgeted for \$6,000 net revenue per week from the summer camp program.

To build upon the success of April's daily "Stay At Home ADVENTurous Calendar", staff have released the "Stay At Home" Virtual Programming series through May which will focus on weekly fitness and story book theater releases by staff through social media.

WSPRS is dedicating the month of May to physical literacy awareness. Being active for life has so many benefits and it's valuable to develop physical literacy at a young age. Staff had tremendous fun putting together a series of videos with their children which will be released on our website and Facebook page during the month of May as part of the "Stay at Home" Virtual Programming series of online engagement.

Since our closure, the food & beverage department has prepared 1700 packaged and frozen meals for community groups in need.

*VERBAL ADDITION TO THE REPORT INCLUDED THE POSSIBILITY OF ISLAND HEALTH USING THE SENIOR'S CENTRE AS A COVID-19 TESTING STATION.

FOR INFORMATION ONLY

IN CAMERA

10. **MOVED/SECONDED** BY DIRECTORS HILTON AND EARL THAT THE MEETING MOVE IN CAMERA AND THAT THE WSPRS STAFF STAY.
CARRIED

THAT there is a need to have a meeting closed to the public and persons other than the West Shore Parks & Recreation Board of Directors, and staff and those identified under section 1.(2)(b) negotiations between West Shore Parks & Recreation and a third party and section 1.(1)(c). labour relations or other employee relations.

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS ANEMA AND HILTON THAT THE MEETING BE ADJOURNED AT 4:00PM.
CARRIED