

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, May 9<sup>th</sup>, 2019 in the Boardroom**

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

**ABSENT:** N/A

**STAFF PRESENT:**

Sandy Clarke, Acting Administrator  
Geoff Welham, Acting Manager of Recreation  
Wade Davies, Manager of Operations  
Grant Brown, Manager of Finance  
Katherine Beck, Recorder

**PUBLIC PRESENT:**

Jonathan Huggett  
Juan De Fuca Curling Club Members & Executive

**CALL TO ORDER**

1. The Chair called the meeting to order at 3:00PM.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS PEASE AND KIEDYK THAT THE MINUTES OF THE REGULAR  
MEETING HELD APRIL 11<sup>th</sup>, 2019 BE ADOPTED.  
NO ERRORS, NO OMMISIONS  
CARRIED***

**PUBLIC PARTICIPATION**

4. Pei Mei Chia, President of the Juan de Fuca Curling Club delivered a presentation to the Board of Directors. The presentation outlined a business proposal by which the Curling Club would assume curling operations for the 7 month period from September to March, paying a flat monthly rate to cover costs to ensure the facility would operate with no subsidy by the West Shore Parks & Recreation Society. The presentation closed with a request for the Board of Directors to re-establish curling operations at the Juan de Fuca Recreation Centre.

The Chair thanked the JDF Curling Club for their detailed presentation. The Board will carefully review the request and corresponding documents, and provide a follow up to their decision at a special WSPR Board of Directors Meeting on Monday June 3<sup>rd</sup> at 3pm.

#### **CHAIRS REMARKS**

4. None

#### **STANDING COMMITTEES**

5. **a) Finance Committee Update**

*Sandy Clarke, Acting Administrator highlighted the following:*

To date 4 member municipalities have approved the WSPR 2019 Operating budget. A resolution from Colwood City Council will be passed on Monday, May 13<sup>th</sup>.

#### **OLD BUSINESS**

6. N/A

#### **NEW BUSINESS**

7. **a) AGM Prep**

*Sandy Clarke, Acting Administrator highlighted the following:*

Staff are currently working to finalize the WSPR 2018 Annual Report which will be published and circulated for the AGM. Staff will also provide a presentation at the AGM highlighting specific information from the report; review the financial statements for 2018; and confirm the Auditor for 2019. The chair will also provide an update on the year, and the consultant will give a presentation on his scope of work.

If needed, a regular Board of Director's meeting will immediately follow the AGM.

#### **FOR INFORMATION**

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

*Sandy Clarke, Acting Administrator highlighted the following:*

WSPR had a strong first day of Spring/Summer 2019 registrations. There were over 2,600 in-person and telephone registrations and an additional 1,875 online transactions, for a total of 4,572 registrations completed in a single day. Total revenue for the day was \$316,070.

The finance team is undergoing staffing changes, with the payroll clerk moving out of province. The position has been posted and the successful candidate is our current accounts clerk, leaving that position vacant. A candidate for the accounts clerk position will be in place by the end of May. Recruitment has been completed for the full time Aquatic Programmer. The successful candidate comes to WSPR with over 15 years of progressive experience in Aquatics from the City of Burnaby.

The golf course had a very busy month of March with 2145 rounds played. This is the highest number of rounds played in March since 2008. We continue to offer the 1<sup>st</sup> tee machine as a secondary payment option, which led to an additional 77 rounds paid this month.

As a continuation of our work to make our facilities as inclusive as possible, the family change room has been re-identified as a universal change room through updated signage. Research from UBC recommends the creation of gender-inclusive washrooms and change rooms as a simple but highly effective way to create safe, welcoming, and inclusive public spaces for all.

Ice has been removed from the Q Centre arena in preparation for the Shamrocks lacrosse season. The addition of 4 large screens in the arena is underway, and was made possible from a partnership agreement between the Grizzlies and Shamrocks.

Quotes for roofing upgrades to the JDF Library and JDF Recreation Centre Multipurpose area are being gathered. We anticipate the work will be done in the next 4 months. The sewer project slated for Centennial Centre has started, with quotes received from Corix West Shore Environmental Services. Updates on this project will be provided as it proceeds.

We were pleased to received notification of funding from the Canada summer jobs program to support 18 of our summer positions, for a total grant of \$69,472. Following the first day of general registration for Spring/Summer programs was our first day of registration for Sept-June 2019-2020 childcare programs on April 17. This includes registration for both After School Care and Licensed 10 month preschool. Registration was extremely busy and highlights the demand for childcare programs and services on the West Shore.

WSPR was very pleased to receive notice that we are the recipients of a \$1 million grant to renovate portions of the upper JDF Recreation Centre for new childcare spaces. The funding was administered by UBCM and is part of the Provincial Governments initiative to create 22,000 licensed childcare spaces over the next 3 years. Staff will be submitting an application for an additional \$1 million dollars from the Ministry of Children and Family development to support the renovations. Staff have begun working to establish a timeline for when the new childcare spaces will open. The grant must be used within a 2 year timeframe.

Saturday April 27<sup>th</sup> WSPR hosted a large community event entitled "Family Fitness and Flavours – the colours of our community". The event included a community garage sale, free drop in for swimming and the weight room from 1:30-4 pm and a community festival of activities, entertainers, demonstrations, performers and food. This first time event was enjoyed by all in attendance.

Director Anema inquired about the following: Was the finance position an internal or external posting? Does WSPR gain revenue from advertising on the newly installed screens in the Q Centre? And how are funds for the roofing upgrades to the JDF Library allocated?

Acting Administrator Sandy Clarke responded as follows:

- The Accounts Receivable Clerk was posted Internally/Externally simultaneously.
- Advertising revenue generated from the screens in the Q Centre are allocated to repayment of the purchase amount. After the sign has been paid for, 20% of advertising revenue generated will be collected by WSPR.
- The cost of roofing upgrades to the JDF Library are reimbursed by the Library. WSPR acts as project manager for the work but is not responsible for any costs to the project.

The chair inquired about the following: What is the financial impact to changing the signage on the family changeroom? And with respect to the \$1Million dollar childcare grant, would it be possible to continue operating the curling lounge and receive this grant to create additional childcare spaces.

Acting Administrator Sandy Clarke responded as follows:

- There was a small cost to updating the change room signs, which was an expense drawn from the signage budget.

-Funding from the \$1Million childcare grant was for the entire upstairs complex, but designs could be modified.

Director Hilton thanked staff for presenting the 2019 budget to the District of Highlands Council. Staff provided detailed information and thorough answers to questions posed by Council.

**FOR INFORMATION ONLY**

**ADJOURNMENT**

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

Adopted September 12th 2019