

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

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

**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  
Chantelle Bremner, Recorder

**PUBLIC PRESENT:**

Jonathan Huggett, Consultant  
Marcie Mclean, District of Highlands

**CALL TO ORDER**

1. The Chair called the meeting to order at 3:01pm.

**APPROVAL OF AGENDA**

***MOVED/SECONDED** BY DIRECTORS EARL AND KIEDYK THAT THE AGENDA BE APPROVED WITH THE ADDITION OF 8. B) GVLRA APPOINTMENT.*

**CARRIED**

**APPROVAL OF MINUTES**

2. ***MOVED/SECONDED** BY DIRECTORS HILTON AND EARL THAT THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 10<sup>TH</sup>, 2019 BE ADOPTED.*

*NO ERRORS, NO OMMISIONS*

**CARRIED**

**PUBLIC PARTICIPATION**

3. N/A

**CHAIR'S REMARKS**

4. N/A

## STANDING COMMITTEES

### 5. Finance Committee

*Chair of the Finance Committee, Director Kim Anema highlighted the following:*

- Recommendation from the WSPR Finance Committee that the WSPR 2020 Draft Budget be approved with a 2.50% requisition increase.

**MOVED/SECONDED BY DIRECTORS ANEMA AND KIEDYK THAT THE WSPR 2020 DRAFT BUDGET BE APPROVED WITH A 2.50% REQUISITION INCREASE.**

**CARRIED**

## OLD BUSINESS

### 6. a) RFP Update

*Consultant, Jonathan Huggett highlighted the following:*

- KeyCorp, one of the proponents, would like a 2 week extension.
- City of Colwood CFO, Christopher Paine and Jonathan Huggett have been preparing detailed evaluation manuals. A set of evaluation meetings with the evaluation committee will be scheduled in December. All recommendations will be presented to the WSPR Board of Directors by the end of December.

## NEW BUSINESS

### 7. a) Capital Plan Report

*Consultant, Jonathan Huggett highlighted the following:*

- The 28 recommendations highlighted in the 2011 PERC Report have been listed with a status update. Almost all recommendations have been acted upon.
- Huggett recommended that WSPR develop and publicize a climate change action plan.

Acting Administrator, Sandy Clarke commented that WSPR Staff have closely followed the PERC Report that was developed in the past and have focused on changing or enhancing spaces that will better serve the community and in turn increase the utilization of the spaces.

**MOVED/SECONDED BY DIRECTORS KIEDYK AND EARL THAT THE REPORT BE RECEIVED AS PRESENTED.**  
**CARRIED**

**MOVED/SECONDED BY DIRECTORS ANEMA AND EARL THAT WSPR STAFF BE DIRECTED TO DEVELOP A CLIMATE CHANGE ACTION PLAN.**

**CARRIED**

## FOR INFORMATION

### 8. a) Administrator's Report

*Acting Administrator, Sandy Clarke highlighted the following:*

#### **Administration/Human Resources**

WSPR Staff recently spent 2.5 days reviewing our current usage of the payroll software Comvida. A ComVida technician met with supervisors, payroll, finance and HR staff to go over how we currently use the software and what challenges we are facing. A number of processes were identified that

require improvements and staff will be working over the next 6 months to make these changes in preparation for an upgrade to the latest version in May 2020.

A 30 plus year relationship with Recreation Integration Victoria (RIV) which supported inclusion services for people with a disability has come to a close. RIV funding came from all regional municipalities and this partnership will come to an end as of December 31, 2019. Many of the municipalities felt that the funding being provided to RIV would now be better used providing in house support for our inclusion services. To that end staff have formed an inclusion committee and have been creating a terms of reference and have drafted an inclusion policy. We will be supporting some of our work on inclusion by hiring a part time inclusion coordinator to assist with the inclusive services in our licensed and camp programs

The Best of the West Shore Awards saw WSPR voted as the second finalist in the category BEST PLACE FOR FITNESS in the WestShore! Winners were announced at the celebratory banquet at Olympian View Golf Club on Thursday October 24<sup>th</sup> 2019.

## **Operations**

Operations staff have been working with the Victoria Bowmen Association to discuss the needs of the club. An onsite visit of the current location of the Bowmen club has occurred to better understand what the space and safety needs of the group are. Options will continue to be discussed with the club.

Staff are preparing for the 6 week closure of the Pool area running from November 11-December 26 inclusive. We will reopen to the public on December 27<sup>th</sup>. The 2 large projects are the pool liner and air handling unit on the roof. These projects involve a substantial investment of dollars which are greatly needed. The 4 compressors in the new air handling unit will create a more efficient system that will decrease the humidity in the pool environment. There will also be cooling in the summer which was not previously done. Staff are also completing roof updates to the picnic shelter and outdoor washrooms.

Staffing of the golf course Pro Shop is coming to an end for the season. Once again WSPR will switch over to the pay meter on Hole 1 for the months of November to February. This model was successful in 2018/19 and created some revenue improvements for the winter months. The total number of rounds of golf has increased in 2019, and 25 winter passes have been sold so far.

A new event at the Q Centre is booked for April 2020. The World Financials are interested in booking on an annual basis.

## **Programs**

The Canada Summer Jobs grant program payments have been received. We received support for 17 summer staff for a total of \$65,000 in payments. The staff work in our Parks department and in our summer camp programs.

WSPR hosted our first ever dog swim to kick off this year's annual pool maintenance closure. This fun family friendly event was held on Sunday November 10 from 7:30-9 pm. The dog swim had 2 designated times to accommodate small/medium dogs and then medium/large dogs. The event was

sold out and admission was by donation to the SPCA. After the dog swim for the general public ended at 9pm a private Dog Swim was held for Vancouver Island Compassion Dogs. This non-profit organization is a division of BC Guide Dogs which matches veterans and RCMP members suffering from stress injuries like PTSD with a compassion dog for a 52-week service dog training program. The swim was an opportunity for veterans to come together with their compassion dogs prior to Remembrance Day, which can be a particularly difficult time of year.

The dryfloor preparation continues for the opening of the space in January 2020. Attached to this report is the visual that has been created by the company that is installing the new surfaces. The planning for the spaces has included a discussion on the types of activities that can be done on the spaces and the lines required. The rental requests are being received and allocated by staff, and the program team is also programming in those spaces.

The Skatepark Coalition continues to pursue support for the construction of a skatepark at WSPR. There is a great deal of interest for a youth space on the West Shore, and a number of letters of support have been committed to from MLAs Mitzi Dean and John Horgan and the School district board office. The RCMP have formed a committee to discuss youth issues and are very interested in the creation of a local youth space as well. There seems to be a community ground swell of interest in this important space. The Coalition has planned meetings with each municipality in the next several months to continue their funding ask. They are also working on their own fundraising and in kind support initiatives.

**b) GVLRA**

*Acting Administrator, Sandy Clarke highlighted the following:*

- The GVLRA appointment needs to be renewed. Currently, a WSPR staff member attends as part of the Administrators group. We do not have an elected official on the GVLRA Board of Directors at this time.

***MOVED/SECONDED BY DIRECTORS EARL AND KIEDYK THAT A WSPR STAFF MEMBER BE RE-APPOINTED FOR REPRESENTATION AT THE GVLRA.***

***CARRIED***

It was discussed that some municipalities might be withdrawing from the GVLRA, and perhaps WSPR should consider the same.

***FOR INFORMATION ONLY***

**IN CAMERA**

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

Chair, Joe Martignago asked members of the public to leave for the duration of the in camera session.

**ADJOURNMENT**

10. ***MOVED/SECONDED BY DIRECTORS ANEMA AND HILTON THAT THE MEETING BE ADJOURNED AT 5:05PM.***  
***CARRIED***