

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, November 16<sup>th</sup>, 2017 in the JDF Library Meeting Room**

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**PRESENT:** Directors, Ed Watson (Chair), Rob Martin, Winnie Sifert, Les Bjola, Moralea Milne, Jennifer Jakobsen, Lanny Seaton, Al Hood, Lilja Chong, Arnie Hamilton, Leslie Anderson

**ABSENT:** Directors, Allen Sturgeon, Matt Sahlstrom, Ron Mattson

**STAFF PRESENT:**

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

**PUBLIC PRESENT:** Mayor Carol Hamilton

**CALL TO ORDER**

1. The Chair called the meeting to order at 7:01PM.

**APPROVAL OF AGENDA**

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

- THE MOVEMENT OF THE 3<sup>RD</sup> QUARTERLY FINANCIAL REVIEW TO AFTER 9.B)
- THE ADDITION OF AN IN-CAMERA MEETING AFTER THE 3<sup>RD</sup> QUARTERLY FINANCIAL REVIEW
- THE MOVEMENT OF THE DRAFT 2018 BUDGET REVIEW TO THE IN-CAMERA MEETING

**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS JAKOBSEN AND MILNE THAT THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 12TH, 2017 BE ADOPTED.

NO ERRORS, NO OMMISIONS

**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

CHAIRS REMARKS

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

*- A letter was sent to the Owners at the request of the Board of Directors proposing an owner's meeting. Tentative date set for December. The purpose of the meeting is to decide where the society is going on the whole. If you have any agenda items for this meeting, please send in your suggestions. The topics on the current agenda will be Finance and Governance Agreement issues.*

AL HOOD ARRIVED AT 7:04PM.

STANDING COMMITTEES

6. **a) Strategic Planning**

*Chair of the Strategic Planning Committee, Ed Watson commented:*

- Nothing to report

**b) Policy**

- Nothing to report

**c) Environment**

*Chair of the Environment Committee, Moralee Milne commented:*

- Nothing to report

**d) Skatepark Committee Report**

*Manager of Operations, Wade Davies commented:*

*- Staff met and reviewed the proposals submitted. We narrowed it down to the top 2, and developed a list of questions. Based on responses, we selected the successful proposal. Currently waiting on a time frame as to the start of the project and when the community consultation meetings will be held.*

**MOVED/SECONDED** BY DIRECTORS BJOLA AND JAKOBSEN THAT THE SKATEPARK COMMITTEE REPORT BE RECEIVED AS PRESENTED.

**CARRIED**

OLD BUSINESS

7. N/A

**NEW BUSINESS**

8. **N/A**

**FOR INFORMATION**

9. **a) Human Resources Report**

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

- Nothing to add to the report.

**FOR INFORMATION ONLY**

**FOR INFORMATION**

**b) Administrator's Report**

*Sandy Clarke, Acting Administrator reports the following highlights:*

- Thanks to Manager of Finance Grant Brown for jumping into the role quickly during his first month.
- The buildings have received renovations in alliance with the enabling accessibility grant that includes the installation of power-assist doors and curb drops.
- The air handling units have been replaced on both the Fieldhouse and Administration buildings.
- Received the Peninsula Co-op grant that provides funding for the child minding service.
- Staff Day is on Tuesday, November 21<sup>st</sup> which includes information sharing and staff celebrations. The keynote speaker this year is Damian McGrath, the coach of the Mens 7s Rugby Canada team. The topic of his presentation is "Creating strong teams."

*Chair, Ed Watson commented that he has spoken with Linda Barnes and she is keeping up with her treatments and has been involved in the budget discussions.*

**MOVED/SECONDED** BY DIRECTORS BJOLA AND SIFERT THAT THE ADMINISTRATOR'S REPORT BE APPROVED AS PRESENTED.

**CARRIED**

**FOR INFORMATION ONLY**

10. **3<sup>rd</sup> Quarterly Financial Review:**

*Manager of Finance, Grant Brown presented the report.*

- Adjustments for the 3<sup>rd</sup> quarter in comparison to 2016 were noticed due to the transition to PerfectMind and the timing of receiving of requisitions from owners.
- On pace with the budget that was projected for year end.

**MOVED/SECONDED** BY DIRECTORS, HOOD AND SIFERT THAT THE 3<sup>RD</sup> QUARTERLY FINANCIAL REVIEW BE APPROVED AS PRESENTED.

**CARRIED**

11. **MOVED/SECONDED** BY DIRECTORS, JAKOBSEN AND MILNE THAT THE MEETING MOVE IN CAMERA.  
**CARRIED**
12. **MOVED/SECONDED** BY DIRECTORS, BJOLA AND SEATON THAT MAYOR CAROL HAMILTON BE INVITED TO STAY FOR THE IN CAMERA MEETING.  
**CARRIED**
14. **MOVED/SECONDED** BY DIRECTORS, BJOLA AND MILNE THAT THE 2018 DRAFT BUDGET BE APPROVED AND PRESENTED TO COUNCIL.  
**CARRIED**

**ADJOURNMENT**

13. **MOVED/SECONDED** BY DIRECTORS MARTIN AND MILNE THAT THE MEETING BE ADJOURNED AT 7:50PM.  
**CARRIED**

ADOPTED December 14th, 2017