



BOARD OF DIRECTORS

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, October 12th, 2017 in the JDF Library Meeting Room**

PRESENT: Directors, Ed Watson (Chair), Rob Martin, Winnie Sifert, Les Bjola, Moralea Milne, Jennifer Jakobsen, Lanny Seaton, Al Hood, Ron Mattson, Allen Sturgeon, Lilja Chong, Arnie Hamilton, Matt Sahlstrom

ABSENT: Director Leslie Anderson

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Wade Davies, Operations Manager
Sue Dickson and Grant Brown, Managers of Finance
Geoff Welham, Acting Manager of Recreation
Bobbi Neal, Community Development Coordinator
Chantelle Tearoe, Recorder

PUBLIC PRESENT: Daniel Opden Dries, Jimmy Miller, Craig Hanna, Neal Donegani

CALL TO ORDER

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

APPROVAL OF AGENDA

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

- THE MOVEMENT OF THE SKATEPARK COMMITTEE REPORT FROM 6.E) TO 6.A).
- THE ADDITION OF THE BASEBALL DIAMOND NAMING REQUEST UPDATE TO OLD BUSINESS.
- THE ADDITION OF A WRITTEN LETTER TO THE OWNERS PROPOSAL OUTLINING ISSUES TO OLD BUSINESS.
- THE ADDITION OF A DISCUSSION REGARDING THE AMATEUR RADIO STATION AT THE SENIORS' CENTRE TO NEW BUSINESS.

CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS BJOLA AND MARTIN THAT THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 14, 2017 BE ADOPTED.

NO ERRORS, NO OMMISIONS

CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

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

- Ed Watson was recently asked by reporters about the potential shortfalls WSPR was facing. An article was published in the Times Colonist and the Goldstream Gazette.
- Manger of Finance, Sue Dickson is retiring. The new Manager of Finance will be Grant Brown, who comes from Oak Bay Recreation where he was in the role of Manager of Administration and Finance.

Director, Les Bjola presented Sue Dickson with a bouquet of flowers.

STANDING COMMITTEES

6. a) Skatepark Committee Report

Bobbi Neal, Community Development Coordinator highlighted the following from the report attached:

- The bulldozers took out the skatepark next to the old Belmont School 2 years ago on October 15, 2015. The users have been dispersed to streets and parkades.
- In this time, the Skatepark Coalition has formed and they have shared their stories to councils.
- The Skatepark Coalition came to the WSPR Board of Directors and were able to be a part of the selection process for a location. A location at WSPR at the bottom of the hill was picked out.
- WSPR staff proceeded with the RFP for conceptual and technical/engineered services. Four responses were received.
- The Skatepark Committee, met with staff and the Skatepark Coalition and narrowed the four down to two.
- Questions need to be asked of both companies but the recommendation from staff is to move forward with the concept design.
- The Skatepark fits into four of the top five objectives as part of the strategic planning process.
 - Strong Relationships – an inter-municipal amenity
 - Innovation – injection of new and innovative features at WSPR
 - Sustainable Operations/Resources – provide infrastructure to meet the service level demands now and for future children, families and youth.
 - Excellence in Service Delivery – a skatepark is a need and fulfils a physical activity component for kids not interested in traditional team sports and creates a gathering place for children, families and youth.
 - Staff would like approval of up to \$13,750.00 to move forward with the design concept drawings.

Discussion:

- Director, Rob Martin asked if the cost of the design concept drawings affects the budget and can the money be spent now.

- Chair, Ed Watson answered that yes, despite the deficit, there is a small surplus for 2017 and we can fund it.

- Director, Rob Martin commented that since the budget has not been approved, it was his understanding that a capital project could not be worked on.

- Chair, Ed Watson answered that it is not a capital project.

- Director, Ron Mattson commented that costs associating with the building process could possibly be accommodated by staff equipment and labour and the use of volunteers. The skatepark could be built in stages.

- Acting Administrator, Sandy Clarke commented that the Board of Directors approved the RFP for the conceptual design in February 2017. The outcome of the design drawings will give the staff and the Board of Directors the details in order to consider the build. We can cover the cost of the design drawing in our operational budget.

MOVED/SECONDED BY DIRECTORS MATTSON AND JAKOBSEN THAT THE APPROVAL OF UP TO \$13,750.00 BE GRANTED TO MOVE FORWARD WITH THE DESIGN CONCEPT DRAWINGS FOR THE SKATEPARK.

**DIRECTOR ALLEN STURGEON OPPOSED
CARRIED**

MOVED/SECONDED BY DIRECTORS BJOLA AND HOOD THAT THE FINANCE REPORT BE MOVED TO BEFORE THE IN CAMERA MEETING ON THE AGENDA.

CARRIED

b) Strategic Planning

Chair of the Strategic Planning Committee, Ed Watson commented:

- Nothing to report

c) Policy

- Acting Administrator, Sandy Clarke commented that Acting Manager of Recreation, Geoff Welham circulated the Social Media Policy and engaged the committee for their feedback.

d) Environment

Chair of the Environment Committee, Moralee Milne commented:

- Nothing to report

OLD BUSINESS

7. a) Naming Committee

Chair, Ed Watson commented on the following:

- The Naming Committee met to discuss the naming request brought forward to the Board for one of the baseball diamonds.
- The Naming Committee is recommending that the request is not approved as it does not fit within WSPR's guidelines.
- The Naming Committee is recommending an alternate way to recognize volunteers such as paving stones or wall bricks.

Discussion:

- Director, Lanny Seaton asked if a bench could be bought with the volunteer's name on it.
 - Chair, Ed Watson answered that yes, a bench or a tree is possible. Options are being looked into.
- Director, Les Bjola commented that a letter will be sent to the family by staff.

**MOVED/SECONDED BY DIRECTORS MILNE AND MATTSON THAT THE NAMING REQUEST FOR THE BASEBALL DIAMOND IS NOT APPROVED.
CARRIED**

b) Letter to Owners

Director, Ron Mattson commented on the following:

- Recommending the Board of Directors individually write letters to the owners regarding the budget issues WSPR is facing. View Royal's Mayor has expressed a desire for a formal letter.

Discussion:

- Director, Rob Martin commented that there is no chair and that causes problems with the owners group as nobody has the ability to call a meeting.
- Chair, Ed Watson commented that he would volunteer to chair a meeting of the owners, with the assistance of a conciliator to conduct the meeting.
- Director, Les Bjola suggested that the owners take turns hosting and chairing the meetings.

MOVED/SECONDED BY DIRECTORS BJOLA AND MATTSON THAT THE BOARD OF DIRECTORS WRITE A LETTER TO THE MUNICIPAL OWNERS REGARDING THE ISSUES WSPR IS FACING.

CARRIED

NEW BUSINESS

8. **a) Centennial Centre Renaming Discussion**

Acting Manager of Recreation, Geoff Welham commented on the following:

- Acting Manager of Recreation, Geoff Welham passed around a rendering of the possible new signage for the Centennial Centre.
- The centre needs to be showcased as an arts facility. If you have any feedback or history on the naming for the building, please forward the information to Geoff Welham.
- WSPR is partnering with Westshore Arts Council who will be renting out office space in the building.

Discussion:

- *Director, Al Hood asked where the funding is coming from. Is there a possibility to advertise programs on a sign that is visible to the public.*
 - *Acting Manager of Recreation, Geoff Welham commented that will be the next step.*
- *Chair, Ed Watson asked what the cost of the initial signage is.*
 - *Acting Manager of Recreation, Geoff Welham answered, \$1,300 and the same company that did the signage for the golf course will be used.*
 - *Manager of Operations, Wade Davies commented that there is a line in the budget for it already.*

FOR INFORMATION ONLY

b) Amateur Radio Station in the Senior's Centre

Director, Rob Martin commented on the following:

- Director, Rob Martin sits on the Emergency Response team in Colwood.
- Amateur radio operators are being charged \$100 per person to use the radio station. The 10-12 operators provide the service as volunteers and do not use any other services in the building. The operators are asking if the membership fee can be waved.
- The recommendation is being made that as the operators are recognized as part of the emergency communications team which is beneficial to WSPR and other Municipalities, that there membership fees be waved.

MOVED/SECONDED BY DIRECTORS MARTIN AND STURGEON THAT THE SENIOR'S CENTRE MEMBERSHIP FEE BE WAVED FOR THE AMATEUR RADIO OPERATORS.

- *Director, Les Bjola commented that the motion be tabled until the Finance Committee Meeting.*

Discussion:

- Manager of Operations, Wade Davies commented that this request has been brought to the staff previously. The Seniors are solely responsible for the memberships, not WSPR. There are other groups similar to the emergency communication operators whom have to pay them membership fee as well.

- Director, Lanny Seaton commented that Langford has its own amateur radio group that they pay for, so perhaps the other Municipalities should pay the membership for the group using the radio station at the Seniors' Centre.

FOR INFORMATION ONLY

FOR INFORMATION

9. **a) Human Resources Report**

Acting Administrator, Sandy Clarke commented on the following:

- Manager of Human Resources, Brian Merryweather is away on holidays.
- Nothing to add to the report.

MOVED/SECONDED BY DIRECTORS BJOLA AND MATTSON THAT THE HUMAN RESOURCES REPORT BE APPROVED AS PRESENTED.

FOR INFORMATION ONLY

FOR INFORMATION

b) Administrator's Report

Sandy Clarke, Acting Administrator reports the following highlights:

- Would like to thank staff for filling in during her holidays.
- Highlighting the great start to the Grizzlies season.
- Gas main broke – evacuation of the staff and patrons was done extremely well.
- The Westshore Arts Council is renting space in the Centennial Centre. WSPR staff are looking to apply for an accessibility grant.
- There are 90 filled spaces in the After School Care program.

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

CARRIED

FOR INFORMATION ONLY

10. **Finance Committee Meeting Report – Draft 2018 Budget Review**

Chair, Les Bjola commented on the following:

- The Finance Committee is reconvening on Thursday, October 19th.

- There is a possible wage increase of 2% for the next three years.
- Cost of programs are growing and demands on services is growing.
- The City of Langford has not passed the budget for 2017. Difficult decisions have to be made.
- The Politicians will be faced with difficult decisions if changes to programs or services have to be made. There isn't just one area that will solve the annual deficit.

Discussion:

- *Director, Rob Martin commented that the budget only allows for a 1% wage increase and not the potential 1.5% in 2017 and 2% in 2018.*
- *Director, Rob Martin asked when the Draft 2018 Budget needed to be completed.*
 - *Manager of Finance, Sue Dickson answered by the end of November 2017.*
- *Director, Rob Martin commented that the Board of Directors needs to create two budgets. One that passes and one with recommendations and consequences.*
- *Chair, Ed Watson commented that we are here to make recommendations.*
- *Director, Ron Mattson commented that we shouldn't put forward a budget that we know isn't going to pass.*

The Directors had a discussion about possible changes and the impacts to our users.

- *Director, Les Bjola commented that the Finance Committee is working on recommendations for another meeting next week and will report on those in the November Board Meeting.*
- *Chair, Ed Watson encouraged members to discuss with council what an acceptable increase would be.*
- *Chair, Ed Watson commented that as a group, nothing can be done about the governance issue. The Board Members can decide what the priorities are and what can be saved or cut and make those recommendations to the council.*
- *Acting Administrator, Sandy Clarke asked for clarification on what the Board of Directors were looking for in the recommendations.*
- *Director, Les Bjola commented that next week, Chair Ed Watson, Acting Administrator Sandy Clarke, Manager of Finance Sue Dickson and Grant Brown, Acting Manager of Recreation Geoff Welham, Manager of Operations Wade Davies and Director Les Bjola would discuss that.*
- *Chair, Ed Watson commented that the Board of Directors need to provide guidance to the staff.*

Tabled motion regarding the Amateur Radio Station in the Seniors Centre:

- *Director, Les Bjola asked that the motion be tabled (Director Mattson seconded although it wasn't necessary).*

IN CAMERA

11. **MOVED/SECONDED** BY DIRECTORS BJOLA AND MARTIN THAT THE MEETING MOVE IN CAMERA.
CARRIED

ADJOURNMENT

12. **MOVED/SECONDED** BY DIRECTORS BJOLA AND MILNE THAT THE MEETING BE ADJOURNED
AT 8:27 PM.
CARRIED

ADOPTED November 16th, 2017