

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, October 20, 2016 in the Lower Clubhouse**

---

**PRESENT:** Directors Rob Martin (Chair), Leslie Anderson, Les Bjola, Lilja Chong, Arnie Hamilton, Al Hood, Moralea Milne, Lanny Seaton, Terry Young and Ed Watson

**ABSENT:** Directors Jennifer Jakobsen, Ron Mattson, Matt Sahlstrom, Winnie Sifert and Darren Wright

**STAFF PRESENT:**

Sandy Clarke, Acting Administrator  
Wade Davies, Manager of Operations  
Brian Merryweather, Manager of Human Resources  
Lisa Lehive, Recorder

**PUBLIC PRESENT:** N/A

**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 HOOD THAT THE AGENDA BE APPROVED.  
CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS SEATON AND CHONG THAT THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 14, 2016 BE ADOPTED.  
NO ERRORS, NO OMMISIONS  
CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

**CHAIRS REMARKS**

5. The Chair gave the following remarks
  - The Chair informed the Board that he will not be running for Board Chair in January.

- The Chair encouraged members to think about the position and if it interests anyone to please speak with him. The Chair also asked members to discuss with each other who would be the most appropriate person for this position.
- The Chair noted that he will not be leaving the Board.

Further Discussion:

- Director Milne asked how many years the Board Chair can hold the position?
  - o The Chair believes it is 3 years.

### **STANDING COMMITTEES**

#### **6. a) Finance**

Director Bjola (Finance Chair) gave the following remarks:

- The Finance Committee met tonight (October 20, 2016)
  - o The Committee reviewed the 2017 Draft Budget and it is looking good.
  - o The 2017 Draft Budget will be distributed to Board Members prior to the November Board Meeting.
- The Governance Review Subcommittee also met tonight (October 20, 2016)
  - o There was constructive discussion.
  - o Next Meeting: Thursday, October 27, 2016 at 6:00 PM

*The Chair asked if there were any questions from the Board. NONE*

#### **b) Strategic Planning**

Acting Administrator, Sandy Clarke gave the following remarks:

- The Strategic Planning Committee is well underway with the new Strategic Plan.
- The committee has identified 4 key areas 1) Strong Relationships, 2) Sustainable Operations/Resources, 3) Excellence in Service Delivery, 4) Innovation and Leadership
- The committee is now working on the details for each of these key areas.

*The Chair asked if there were any questions from the Board. NONE*

#### **c) Policy**

- N/A

### **OLD BUSINESS**

#### **7. Owners Group Update**

- The Chair gave the following update:
  - o The RFP has not been written.
  - o Colwood CAO recently contacted the other municipalities CAO's but has not heard back from anyone.
  - o The Owners Group has not had any communication since June 2016.

### **NEW BUSINESS**

#### **8. Appointment of alternate for Greater Victoria Labour Relations Association Committee**

- Director Anderson spoke as the GVLRA representative for the WSPRS Board:
  - o The GVLRA are ensuring they have identified all contacts including alternates. This is simply housekeeping on their end.

- The GVLRA requires the alternate to be an elected official.
- The Chair called for nominations for the GVLRA Alternate.
- The Chair noted that he is the GVLRA alternate for Colwood and would be happy to put his name forward.
- Director Milne nominated Chair Rob Martin as the Board Alternate for GVLRA.
- No other nominations were made.

***MOVED/SECONDED BY DIRECTORS MILNE AND SEATON THAT CHAIR ROB MARTIN BE APPOINTED THE ALTERNATE FOR THE GREATER VICTORIA LABOUR RELATIONS ASSOCIATION COMMITTEE. CARRIED***

#### **FOR INFORMATION**

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

- Sandy Clarke, Acting Administrator, highlighted the following:
  - WSPRS will receive a new accessible bus through a grant from Variety – The Children's Charity on November 4<sup>th</sup>, 2016. This will allow WSPRS to expand the OSC program to Royal Bay.
  - The JDF Golf Course experienced a great September with the winter golf pass selling well.
  - The Q Centre had two major events recently including hosting 2000 teachers of SD 61, and hosting the Alice Cooper concert. Both events were very well received.
  - Board Members are invited to attend WSPR Staff Day in the Fieldhouse on November 8, 2016 from 8:30-12:00.
    - The Chair noted that the Board's presence at these events means a lot to staff.
  - The new Queenax fitness equipment was installed this week. It is the intention of WSPR staff to keep the weight room at the highest level with new and innovative equipment. We encourage all Board Members to come view the Queenax. There are only 10 in North America and only 2 in BC (the YMCA in Kelowna has one). We anticipate that it will inject a lot of new business.
    - Director Young noted that this is an interesting marketing strategy to use since this equipment is so rare in North America.
    - Sandy Clarke responded: The Queenax will be advertised and will be showcased at the Island Fitness Conference.
  - Canada 150 is next year – WSPR encourages the Board to think about what we as an organization want to do.

#### **FOR INFORMATION ONLY**

**b) Human Resources Report**

Brian Merryweather, Manager of Human Resources directed members to the report and noted that there are 7 senior employees retiring this year.

#### **FOR INFORMATION ONLY**

**c) Letter from the Town of View Royal Re: Westshore Skatepark (dated: October 11, 2016)**

- The Chair read a letter from the Town of View Royal which highlighted their support and willingness to work with other municipalities for the construction of a skatepark within the West Shore.

**FOR INFORMATION ONLY**

**IN CAMERA**

10. **MOVED/SECONDED** BY DIRECTORS SEATON AND WATSON THAT THE MEETING MOVE IN CAMERA.  
**CARRIED**

**ADJOURNMENT**

11. **MOVED/SECONDED** BY DIRECTORS CHONG AND WATSON THAT THE MEETING BE ADJOURNED AT 8:06 PM.  
**CARRIED**