



# BOARD OF DIRECTORS

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Wednesday, September 14, 2016 in the JDF Library Meeting Room**

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

**ABSENT:** Directors Darren Wright, Jennifer Jakobsen, Matt Sahlstrom, Lanny Seaton and Winnie Sifert

**STAFF PRESENT:**

Linda Barnes, Administrator  
Wade Davies, Manager of Operations  
Sue Dickson, Manager of Finance  
Lisa Lehive, Recorder

**PUBLIC PRESENT:**

Carol Hamilton

**CALL TO ORDER**

1. The Chair called the meeting to order at 7:02 PM.

**APPROVAL OF AGENDA**

2. Item removed by the Chair under New Business: 8. a) Greater Victoria Labour Relations Association - Membership Changes. Brian Merryweather, Manager of Human Resources, is not here to speak on this issue.

Item added by the Chair under New Business: 8. d) Discussion regarding Big Screen Proposal.

Item added by the Chair under For Information: 9. b) Human Resources Report.

***MOVED/SECONDED BY DIRECTORS MILNE AND YOUNG THAT THE AMENDED AGENDA BE APPROVED.***

***CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS CHONG AND WATSON  
THAT THE MINUTES OF THE REGULAR MEETING HELD MAY 12, 2016 BE ADOPTED.***

***NO ERRORS, NO OMMISIONS***

***CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

### CHAIRS REMARKS

5. The Chair gave the following remarks
- The Chair thanked everyone for being open to change the date of the Board Meeting. Some Members attended the Saunders event on September 8, 2016. The Chair spoke on behalf on WSPR and thanked The Saunders Family for their contributions to the community.
  - The Chair spoke about WSPR events:
    - o Rock the Shores was incredible. The staff did an amazing job.
    - o Women to Warrior was a very special event.
    - o Shamrocks had a great season. The Chair attended a game and even the fields were very busy. This shows how well used WSPR facilities are.
    - o There were two Movies on the Hill; both had a great turn out. Bobbi Neal did a spectacular job organizing these events. There was a VIP section with popcorn that Used.ca sponsored.
  - For information: Dwight School is looking at building right beside Royal Roads University, and possibly using WSPR fields for school use.
  - The Chair noted that the more that you get involved in this organization, the more you realize what a jewel it is. The Chair hopes that Board Members are messaging that out to the municipalities.

### STANDING COMMITTEES

6. **a) Finance**

Director Bjola (Finance Chair) gave the following remarks:

- The Finance Committee met today, September 14, 2016 at 5:30 PM.
- 2<sup>nd</sup> quarter finances are on track and on budget.
- We are aware and showing some revenue concerns based on the opening of the YMCA (Westhills). It will take some time to figure out the impact of the YMCA on WSPR.
- Preliminary budget discussion – more discussion to occur in Owners Group Update (8. c))
- The Finance Committee discussed the switch from CLASS to PerfectMIND Inc. which will be implemented by the middle of 2017.
- A grant was approved for half of a wheelchair accessible bus through Variety - The Children's Charity. The balance will be paid by monies from other areas that have come in under budget. This new bus will allow WSPR to have wheelchairs on out trips and will allow ASC expansion to Royal Bay.
- Point of Interest – In 2015, there were 6,394 new clients sign up at WSPR.

***MOVED/SECONDED BY DIRECTORS YOUNG AND MATTSON THAT THE FINANCE REPORT BE RECEIVED BY THE BOARD.***

***CARRIED***

**b) Strategic Planning**

- Linda Barnes noted that it has been difficult to get everyone together during the summer months for a meeting.
- The next scheduled meeting is on September 29, 2016 at 5:30 PM in the JDF Administration Meeting Room.

**c) Policy**

- N/A

## OLD BUSINESS

7. N/A

## NEW BUSINESS

8. **a) Greater Victoria Labour Relations Association – Membership Changes**

- The Chair forwarded item to October Agenda.

**b) West Shore / CUPE Local 1978 - Bursary Award**

- WSPRS has a 50/50 split with CUPE to award bursaries to deserving post-secondary students, dependants of CUPE members working at WSPRS.
- Asking that the Board increase the annual budget for the award.

Motion that the annual budget for West Shore Parks & Recreation Society portion of Bursary Award be increased from \$500 to \$750.

**MOVED/SECONDED BY DIRECTORS YOUNG AND BJOLA THAT THE ANNUAL BUDGET FOR WSPRS PORTION OF BURSARY AWARD BE INCREASED TO \$750.**

**CARRIED**

**c) Owners Group Update**

- Director Bjola provided the following update:
  - o The Owner's letter was discussed at length at the Finance Committee meeting today.
  - o The letter did nothing to talk about the problem – which is governance.
  - o Recommendation from the Finance Committee: The Finance Committee will put together a working committee to come up with a response to the letter. The committee will bring this forward to the Board for approval. The Board Chair will respond by letter to the Owners Group.

**MOVED/SECONDED BY DIRECTORS ANDERSON AND WATSON THAT A WORKING GROUP OF THE FINANCE COMMITTEE DRAFT A RESPONSE TO THE OWNERS LETTER ON BEHALF OF THE BOARD.**

**CARRIED**

- Discussion ensued:
  - o Director Bjola noted that the letter indicates the Owners Group will hire a consultant that would likely cost upwards of \$50,000 to complete research that can be done by WSPR staff. This would also create unnecessary work for WSPR staff.
  - o Director Young asked if the Owners Group has the ability to turn it back onto us?
    - The Chair noted that the Owners Group could force WSPR to hire this consultant. Director Bjola is proposing developing a suggestion to the Owners on how they can move forward.
  - o Director Watson noted that there was a vibrant discussion at the Owners Meeting, and that the only thing that was decided on was the letter.
  - o Director Anderson noted that the Owners letter may not be on scope enough to address the problems we have discussed before. It will be beneficial to do something constructive; at least offer a solution for Owners to consider.
- Timeline to draft response letter for Board approval:
  - o The Chair asked if this be done before next Board Meeting?

- Director Bjola announced the first meeting of the Finance Committee working group to be held on Wednesday, September 21, 2016 at 6:30 PM (location TBD).
- Lisa Lehive to send out the meeting request and location information.

**d) Big Screen**

- Linda Barnes discussed the Victoria Grizzlies Hockey's Big Screen proposal:
  - WSPR was approached by the Grizzlies and the View Royal Casino to put a big screen into the south end of the Arena.
  - Multiple meetings occurred trying to get a business plan from the Victoria Grizzlies.
  - Linda noted that WSPR has said to the proponents that it is probably a good idea to have a big screen, but it is not something that can get done quickly.
  - Linda Barnes had agreed to bring the proposal to the Board Meeting to get a feeling from the Board.
- The Chair asked if Board Members had any issues with us moving forward with the Big Screen?
  - No Board Member had any issues.
  - The Chair noted that staff can take this as direction.

**FOR INFORMATION**

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

- Linda Barnes noted that it was a very busy and exciting summer.
- Director Milne asked how profitable Rock the Shores was.
  - WSPR netted \$68,000, which was \$11,000 over the projected profit of \$57,000.

**b) Human Resources Report**

***MOVED/SECONDED BY DIRECTORS BJOLA AND YOUNG THAT THE HUMAN RESOURCES REPORT BE RECEIVED BY THE BOARD.***

***CARRIED***

**c) Summer 2016 Highlights**

- WSPR has the highest number of children with disabilities in our programs in any municipality.
- New programs were offered at Belmont and Royal Bay NLC spaces.
- The Roving Parks program is a free camp offered at 5 different parks throughout the West Shore. WSPR is very proud of this program. Allows children in different neighbourhoods to participate in a summer program for free.
- 1,500 children attended camps this summer.
- WSPR is focussed on offering new camp experiences as a lot of children that attend programs at WSPR come here from the time they are young. Outdoor Adventure Camp is a new camp geared towards older kids, and has been very successful this summer.

**c) CTV Ad**

- The newest CTV Ad was shown to the Board.
- The Chair explained that WSPR and CTV have a mutual agreement for advertising. There is no cost to owners for these ads.
- The Rec Report Radio Ad was also played for the Board.
  - Noted that the Rec Report changes each time it runs. This time the Rec Report promoted the 5-4-3 pass. The goal was to sell 200 passes which WSPR has sold as of today.

**d) Goldstream News Gazette Article**

- Director Watson asked who came up with the idea for StoryWalks?
  - o The StoryWalk Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration the Kellogg Hubbard Library. West Shore Parks & Recreation began to use this idea as an activity to highlight the user-friendly trail around the JdF site in partnership with the Family Learning Tour. The Family Learning Tour is organized by the Westshore Literacy Connection. WSPR and the JdF Library work in partnership to offer complimentary activities as part of the stops on the tour. In the summer of 2016 StoryWalk Wednesdays were implemented with funding coming from the CRD Active transportation committee.

**IN CAMERA**

10. N/A

**ADJOURNMENT**

11. ***MOVED/SECONDED BY DIRECTORS BJOLA AND YOUNG  
THAT THE MEETING BE ADJOURNED AT 7:39PM.  
CARRIED***