

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, September 14th, 2017 in the JDF Library Meeting Room**

PRESENT: Ed Watson (Chair), Rob Martin, Leslie Anderson, Winnie Sifert, Les Bjola, Moralea Milne, Jennifer Jakobsen, Lanny Seaton, Al Hood, Ron Mattson, Allen Sturgeon

ABSENT: Arnie Hamilton, Lilja Chong, Matt Sahlstrom

STAFF PRESENT:

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

PUBLIC PRESENT: Larissa Coates (Victoria Youth Field Lacrosse), Allison Logan (Victoria Youth Field Lacrosse), Erin Holler (Victoria Youth Field Lacrosse), Sean Walmsley (Victoria Youth Field Lacrosse), Stan Hyde, Paul Seager

CALL TO ORDER

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

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS MILNE AND BJOLA THAT THE AGENDA BE APPROVED WITH THE ADDITION OF RV PARKING TO NEW BUSINESS AND THE MOVEMENT OF THE NAMING PROPOSAL TO PUBLIC PARTICIPATION.

CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS SEATON AND SIFERT THAT THE MINUTES OF THE REGULAR MEETING HELD JUNE 22, 2017 BE ADOPTED.

NO ERRORS, NO OMMISIONS

CARRIED

PUBLIC PARTICIPATION

- a) Victoria Youth Field Lacrosse

Larissa Coates from Victoria Youth Field Lacrosse presented from a letter to the Board of Directors.

- Victoria Youth Field Lacrosse is asking the Board to pass the following motion:

That the City of Colwood work with the Westshore Parks & Recreation to identify partnership opportunities with the Sooke School District and neighbouring communities to develop additional multi-use all weather turf fields on the Westshore.

The Victoria Youth Field Lacrosse representatives left the meeting at 7:06PM.

b) Naming proposal for Field #3

Stan Hyde presented on behalf of his brother who was in touch with Colwood Council regarding a naming proposal for Field #3.

- Stan Hyde's father built the ball diamond (Field #3) in 1968 and the family would like the field named after him who passed away in 2009.
- The father loved coaching and as there was no ball diamond, he was a part of the initiative to build the field for the children to play on.

Stan Hyde and Paul Seagar left the meeting at 7:10PM.

Director, Ron Mattson put forward the following motion:

***MOVED/SECONDED BY DIRECTORS MATTSON AND ANDERSON THAT THE NAMING PROPOSAL BE REFERRED TO THE NAMING ADVISORY COMMITTEE.
CARRIED***

Committee Members are Arnie Hamilton, Les Bjola, Ed Watson and Staff.

CHAIRS REMARKS

4. *The Chair, Ed Watson commented on the following:*

- Numbers are down due to the competition from the Langford YMCA/YWCA.
- Met with Linda Barnes and she looks and feels better. Linda receiving encouraging news regarding her health. Thank you to staff who transitioned roles in her absence.
- Manager of Finance, Sue Dickson is retiring in October 2017. Her successor has been picked. More detail to follow in the Human Resources report.
- Administrative Systems Specialist, Angelina Loglisci is recognized for her organization of the seamless transition to the new registration software, PerfectMind.

STANDING COMMITTEES

5. a) Finance – Quarterly Report

Chair of the Finance Committee, Les Bjola commented:

- The 2nd Quarterly Report was received by the Finance Committee and a frank discussion was had about the upcoming challenges.
- There may be a deficit contributed by the following:
 - Targets are not being met for the pool and weight room, which were to be expected due to the competition of the Langford YMCA/YWCA.
 - Golf did not bring in the expected numbers based on the poor spring weather.
 - Short Term Disability for Linda Barnes.
 - The cancellation of the Rock the Shores event.
 - 1% CUPE wage increase in 2017 and another 1% CUPE wage increase in 2018.
- Staff have figured out the 2017 loss. The 2018 budget will need to be looked at. Director, Les Bjola will meet with Manager of Finance, Sue Dickson and Acting Manager of Recreation, Geoff Welham, and Manager of Operations, Wade Davies to develop a matrix of the possibilities and their outcomes. Detailed information will be made available to the Board Directors after the draft budget discussion on October 19th.

MOVED/SECONDED BY DIRECTORS MILNE AND ANDERSON THAT THE FINANCE-QUARTERLY REPORT BE APPROVED AS PRESENTED.

CARRIED

b) Strategic Planning

Chair of the Strategic Planning Committee, Ed Watson commented:

- In the area of Strong Relationships – Customers, it is important that WSPR reaches out to customers more than ever.
- In the area of Strong Relationships - Partnerships, WSPR has developed a relationship with Brookes School who will use WSPR facilities for their sports programs starting in 2018.
- In the area of Strong Relationships - Regionally, relationships need to be developed on an ownership level, not on a board level. WSPR staff are a part of a governance and implementation committee, with meetings starting in September 2017.
- In the area of Sustainable Operations/Resources – Facilities & Environment, WSPR has sustainable resources such as the Bio Blitz and the installation of the LED lights.
- In the area of Sustainable Operations/Resources – Finances, WSPR has hired a new Finance Manager to replace Sue Dickson who is retiring in October 2017.

MOVED/SECONDED BY DIRECTORS SEATON AND JAKOBSEN THAT THE STRATEGIC PLANNING REPORT BE APPROVED AS PRESENTED.

CARRIED

c) Policy

Acting Administrator, Sandy Clarke commented that WSPR staff need to engage the policy committee as new policies are being developed – for example, the Social Media Policy. Should we meet in person to discuss or communicate by email?

Director, Moralee Milne commented that when the Board Manual was developed, it was helpful to meet in person.

MOVED/SECONDED BY DIRECTORS MATTSON AND JAKOBSEN THAT THE POLICY REPORT BE APPROVED AS PRESENTED.

CARRIED

d) Environment

Chair of the Environment Committee, Moralee Milne commented:

- The Environment Committee will be re-engaging after meetings were put on hold over the summer.

e) Skatepark Committee

Chair of the Skatepark Committee, Ron Mattson commented:

- Four proposals were received before the RFP deadline of August 21st, 2017. WSPR staff will look at the proposals and present a short list to the Board of Directors on October 12th.

Discussion:

Acting Administrator, Sandy Clarke commented that there is a high level of summary in the RFPs received. Community Development Staff Member, Bobbi Neal and Manager of Operations, Wade Davies will call a meeting with the Skatepark Coalition and the Skatepark Committee to discuss the proposals and will provide a written report.

MOVED/SECONDED BY DIRECTORS MILNE AND JAKOBSEN THAT THE SKATEPARK COMMITTEE REPORT BE APPROVED AS PRESENTED.

CARRIED

OLD BUSINESS

- 6. N/A

NEW BUSINESS

7. **a) RV Parking**

Director, Les Bjola commented that there have been 3 RV vehicles parking overnight in the lot in front of the JDF library quite frequently, and that this is a problem in every community. The problem is increasing because Walmart is not allowing overnight parking anymore.

Manager of Operations, Wade Davies commented that currently the rule of a maximum of 4 hours of parking allowed in the lot is being followed.

The Library Manager gave the RVs the right to stay but rescinded after one of the RVs' sewer broke. The JDF library is on the same page and would like the problem solved. The last resort is having the RVs towed.

Director, Rob Martin commented if WSPR prohibits RV parking, what happens when it is encouraged during events. Acting Manager of Recreation, Geoff Welham commented that WSPR does accommodate single unit overnight RV parking for security during special events.

FOR INFORMATION ONLY

b) Grizzlies Update

Lease Committee Member, Director Les Bjola commented:

- The Lease Committee met with the Victoria Grizzlies to discuss the advertising proposal they brought forward regarding the desire to install screens at the back of the arena. The Victoria Grizzlies were asked to tighten up the proposal.

FOR INFORMATION ONLY

FOR INFORMATION

8. a) Human Resources Report

Brian Merryweather, Manager of Human Resources reports the following highlights:

- Manager of Finance, Sue Dickson is retiring in October. Interviews were conducted by Acting Administrator - Sandy Clarke, Manager of Operations – Wade Davies, and Manager of Human Resources - Brian Merryweather. A replacement from Oak Bay Recreation has been hired and will be starting on October 16th. He will however, be attending the October 12th Board Meeting.

MOVED/SECONDED BY DIRECTORS MILNE AND ANDERSON 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 from the PowerPoint presentation shown (attached to minutes):

- Summer Staff
 - 31 Summer Staff
 - 10 Inclusion Workers
 - 3 Summer Supervisors
- * WSPR is a major employer of summer students

- Summer Camps
 - 164 Summer Camps
 - 3654 Kids

- Roving Park Program (free camp)
 - Centennial (View Royal) – 188 children participated
 - Ruth King/Spencer (Langford) – 219 children participated
 - Willway (Langford) – 266 children participated
 - Sangster (Colwood) – 320 children participated
 - Lakewood (Langford) – 265 children participated

*TOTAL number of children who participated in the free roving program = 1258

- Woman 2 Warrior Event held at WSPR on August 27th
 - 200 women participated
 - \$700,000 raised

- Turf Burn held at WSPR from July 28th-30th
 - 9th Annual Adult 7-a-side co-ed recreational soccer tournament
 - 28 teams, 336 players, 20 volunteers – best event yet.
 - Fundraising efforts went to assist Saanich Fusion Soccer Association with field improvements and a donation was made to the Victoria Firefighters Charitable Organization.

- Lift the Rock Powerlifting Championships held at WSPR on August 6th
 - Sold out in 10 minutes
 - 50 lifters
 - Only event of its kind on Vancouver Island
 - Subsequent event tentatively scheduled for March 2018

- Lawn Bowl National Championships held at WSPR from August 13th-19th
 - 180 of the top athletes from across Canada
 - Doubles, triples, and fours in both male and female divisions
 - 18 medals available
 - The BC team received 1 gold, 1 silver and 2 bronze

- Cycling BC Track Championships held at WSPR from August 18th-20th
 - Over 50 athletes from across BC
 - Over 7 different events with many age divisions
 - Over 150 medals were awarded

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

CARRIED

FOR INFORMATION ONLY

IN CAMERA

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

ADJOURNMENT

10. **MOVED/SECONDED** BY DIRECTORS STURGEON AND JAKOBSEN THAT THE MEETING BE ADJOURNED AT
8:31 PM.
CARRIED

Adopted October 12, 2017