



**Minutes of the West Shore Parks and Recreation Society
ANNUAL GENERAL MEETING
Thursday, June 18th, 2020 in the WSPR Boardroom / Video Conference**

PRESENT: Representatives from the member municipalities noted as follows:

Mayor Rob Martin (*City of Colwood*)
Mayor Ken Williams (*District of Highlands*)
Mayor David Screech (*Town of View Royal*)
Mayor John Ranns (*District of Metchosin*)
Councillor and Director Roger Wade (*City of Langford*)

CAOs, DIRECTORS AND STAFF PRESENT:

CAO and Director, Lorraine Hilton
CAO and Director, Darren Kiedyk
CAO and Director, Joe Martinago (Chair)
CAO and Director, Kim Anema
Director, Kyara Kahakauwila
Director, Leslie Anderson
Director, Damian Kowalewich
Director, Stewart Parkinson
Grant Brown, Administrator
April Luchinski, Human Resources Advisor
Wade Davies, Operations Manager
Geoff Welham, Manager of Recreation
Chantelle Bremner, Recorder

DIRECTORS AND STAFF ABSENT:

CAO and Director, Robert Earl

PUBLIC PRESENT:

N/A

CALL TO ORDER

1. The Chair called the Annual General Meeting to order at 3:02pm.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY MAYORS SCREECH AND WILLIAMS THAT THE AGENDA BE APPROVED AS CIRCULATED.
CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY MAYORS RANNS AND SCREECH THAT THE MINUTES OF THE 2019 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.
NO OMISSIONS, NO ERRORS.
CARRIED

NEW BUSINESS

4. **a) Annual Report from the Board**

Geoff Welham, Manager of Recreation presented the 2019 Annual Report. A PowerPoint presentation was given to include the following highlights:

- The transformation of the curling rink to the Indoor Sports Complex.
- The growth of Pickleball and the use of the courts in the Indoor Sports Complex.
- The development of the Inclusion Committee.
- The 1st dog swim fundraiser at the beginning of the annual maintenance shutdown, with proceeds benefitting the BCSPCA.
- The initiative funded by Island Health to provide physical literacy markings for use within 12 recreation centres to encourage the development of fundamental movement skills.
- \$102,000 was received in reoccurring grant funding during 2019.
- \$2.34 million was received in new grant funding during 2019.
- There was a 27% increase in gross program registration revenue from 2018.
- There was a slight decrease in facility rentals from 2018.
- Admission and pass revenue increased by 7% from 2018.

MOVED/SECONDED BY MAYORS WILLIAMS AND RANNS THAT THE REPORT BE APPROVED AS PRESENTED.

CARRIED

b) 2019 Audited Financial Statements

Lenora Lee, KPMG presented the report:

- The audit was conducted in March 2020 and was declared clean with no errors.
- The audit showed an increase in program revenue and grant funding. Contributed advertising from contra agreements continues to grow. Capital projects included a new roof, pool liner, and acid pump delivery system, the replacements of air handling units, and upgrades to media outlets.
- There was a small deficit of \$7,468.
- The financial position of West Shore Parks & Recreation Society is described as healthy with financial assets around \$3.4 million, non-financial assets around \$1.3 million and financial liabilities around \$2.3 million.
- Total revenue for 2019 was \$12.278 million and increased by 6.81% in 2019.
- Total expenses for 2019 was \$12.285 million and increased by 8.92% in 2019.
- West Shore Parks & Recreation Society's accumulated surplus represents \$1.788 million in major repair and maintenance reserve, \$1.041 million in tangible capital assets, \$132,615 in equipment replacement reserve, and a portion of unfunded members' capital assets being funded through the operating surpluses and paid for over a 20 year period equalling (\$537,107).

It was asked what projections were made for the remainder of 2020 given the circumstances surrounding COVID-19.

Administrator, Grant Brown indicated that staff met with the board and it was determined that the Q Centre ice would be available as of July 13th and the JDF Arena ice and the JDF Pool would not be opening due to operating costs.

MOVED/SECONDED BY MAYORS MARTIN AND WILLIAMS TO RECEIVE THE AUDITED STATEMENTS AS PRESENTED.

CARRIED

c) Appointment of an Auditor

Finance Committee Chair, Kim Anema highlighted the following:

WSPRS put out an RFP for External Audit Services for 2020-2024 tax years as the previous 5-year term with KPMG has expired. Two submissions were received and KPMG was selected as the successful proponent due to the cost-effectiveness of their services and their excellent and current working relationship with WSPRS.

The Finance Committee recommends that the Members approve the appointment of KPMG as the auditors for WSPRS for 2020.

MOVED/SECONDED BY MAYORS WILLIAMS AND MARTIN THAT KPMG BE HIRED FOR 2020 AS AUDITORS FOR THE WEST SHORE PARKS AND RECREATION SOCIETY.

CARRIED

d) Special Resolutions

Finance Committee Chair, Kim Anema highlighted the following:

Director and Finance Committee Chair, Kim Anema went through the proposed special resolutions for amendment of the WSPRS bylaws.

MOVED/SECONDED BY MAYORS MARTIN AND WADE THAT THE SPECIAL RESOLUTIONS PRESENTED BE APPROVED FOR AMENDMENT OF THE SOCIETY'S BYLAWS.

CARRIED

d) Board Reports

i. Chair remarks

Board Chair, Joe Martignago provided the following remarks:

Board Chair, Joe Martignago commented that as indicated by the report given by consultant, Jonathan Huggett of his review of efficiencies and operations, that WSPRS has capable staff that provide superior service to the members of our communities. WSPRS staff carry out the board's directions and wishes as best as they can and manage the facility within the parameters that are set out by the board.

ii. Finance

Finance Committee Chair, Kim Anema provided highlights of the report:

- While the decision to close the curling rink in 2019 proved to be a difficult one, it opened up more possibilities for user groups like pickleball and once the facility can be re-opened, other user groups like baseball, soccer, basketball etc.
- WSPRS is a leader with respect to the recovery of 55% of our costs.

MOVED/SECONDED BY MAYORS SCREECH AND RANNS THAT THAT THE FINANCE REPORT BE APPROVED AS PRESENTED.

CARRIED

It was asked if the owners will be meeting to discuss capital planning for West Shore Parks & Recreation. It was decided that a meeting would be planned for the fall.

It was commented that assigning the CAOs from each municipality to the WSPRS Board of Directors has been successful.

iii. Strategic Plan Update

Administrator, Grant Brown provided the following report:

The Strategic Plan aligns with the key trends facing BC communities:

- Staffing
 - #1 recreation and parks issue in BC, in particular the aquatics field.
- Operations and Funding
 - Communities are struggling to do more with less from balancing budget pressures and affordability, to operating and infrastructure improvements.
- Demands and Facility Spaces
 - Population growth is driving greater demand for local facilities and spaces from the need for increased services and programs to new or upgraded infrastructure.
- Aging Infrastructure
 - Managing aging recreation and park assets is something that all communities are grappling with from the need to upgrade to changing community needs and desires.
- Community Engagement
 - Communities across BC are changing and so are the ways residents engage with their local recreation and parks. Challenges related to ensuring programs and facilities are inclusive and engaging to increasingly diverse populations.

The Strategic Priorities for 2019:

- Strong Relationships
 - WSPRS was one of 16 co-hosts across the country of National Indigenous Peoples Day at Royal Roads University.

- PLAY Sooke/Westshore continues to grow its training opportunities with the promotion and running of physical literacy workshops.
- The ‘Physical Literacy Indoor and Outdoor Floor Markings,’ regional initiative project was rolled out at WSPRS and 12 other recreation facilities in Greater Victoria.
- Sustainable Operations
 - Recipient of a \$1,298,217 grant from the Investing in Canada Infrastructure Program – Community, Culture, and Recreation which will be used for the JDF Arena upgrades.
 - Recipient of a \$1 million grant from UBCM as part of Community Child Care Space Creation program and \$2,799,465 from the BC New Spaces fund which will be used to develop the new child care area on the upper floor of the JDF Recreation Centre.
 - The curling rink was closed and plans drafted to convert the space into an Indoor Sports Complex that includes 2 sport floor surfaces, a modular artificial turf field, walk draw divider curtains and new sports equipment.
- Excellence in Service Delivery
 - In partnership with SD #62, WSPRS operated a physical literacy program at David Cameron School that takes place outdoors, rain or shine, with a physical and nature literacy focus.
 - WSPRS hosted the Senior Men's Lacrosse Mann Cup - Victoria Shamrocks vs. Peterborough Lakers. The series went 5 games and a total of 10,803 spectators attended the series with the Lakers eventually winning.
 - The 2019 IIHF World Junior Hockey Championship training camp exhibition games and team practices were hosted in The Q Centre.
- Innovation and Leadership
 - Skatepark Coalition – The creation of the West Shore skate park in the JDF Lower Park continued to gain community swell and support.
 - The Inclusion Committee continued their work by drafting a terms of reference and inclusion policy.
 - WSPRS hosted its first ever dog swim to kick off this year’s annual pool maintenance closure.
 - In partnership with other organizations in the community, WSPRS helped to broaden youth engagement by offering workshops and training for youth service providers.

It was asked what the status is on the skatepark project.

Staff expressed that the project is in the same place as it was last time the owners met. Going forward, the project will be included in the 5-year capital plan.

MOVED/SECONDED BY MAYORS WILLIAMS AND SCREECH THAT THE REPORT BE APPROVED AS PRESENTED.

CARRIED

OLD BUSINESS

5. N/A

ADJOURNMENT

6. **MOVED/SECONDED** BY MAYORS WILLIAMS AND SCREECH THAT THE ANNUAL GENERAL MEETING BE ADJOURNED AT 3:46PM.
CARRIED

Adopted on June 17th, 2021