



1767 Island Highway Victoria BC V9B 1J1 PH: 250 478-8384 FX: 250 474-8624 www.jdcrecreation.com

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
held Thursday, February 11, 2010 in the Fieldhouse**

PRESENT: Lanny Seaton, Les Bjola (Chair), Ken Williams, Shaun Wysiecki (Secretary-Treasurer), Wally Vowles for Mike Hicks, Dave Saunders (Vice-Chair), Michael Ross, Terry Young, Andrew Britton, David Screech

ABSENT: Matt Sahlstrom, Moralea Milne, Jo Mitchell, Roger Wade, Arnie Hamilton

STAFF PRESENT:

Linda Barnes, Administrator
Wade Davies, Manager of Operations
Brian Merryweather, Human Resources Advisor
Cameron Reid, Manager of Finance & Administration
Cindy O'Regan, Manager of Recreation
Lore Cumberbatch, Administrative Secretary

CALL TO ORDER

1. The Chair welcomed Director David Screech to the West Shore Parks and Recreation Board. He also welcomed Marcie McLean who was in the audience from the District of Highlands. The Chair called the meeting to order at 7:00 pm.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** by Directors Wysiecki and Saunders that the agenda and the supplemental agenda be approved with the following changes:

Item 6a) under Report from the Finance Committee – Item 6a) should be RFP for Audit Services and Request for Carryover of Capital Funds for Uncompleted Projects become item 6b) and then all items them be renumbered and end at item m)

Add -late item Finance Committee Agenda on Feb 9, 2010 as item 6l) – Equipment Replacement: 2004 4x2 Gator/Utility Vehicle
CARRIED.

Add item brought forward from Directors Saunders as 7a) under New Business – Discussion on District of Metchosin – Opting Out

MOVED/SECONDED by Directors Young and Williams that the approval of agenda was re-opened and the supplemental agenda be approved.
CARRIED.

APPROVAL OF MINUTES

3. MOVED/SECONDED by Directors Young and Britton that the minutes of the regular meeting held January 21, 2010 be adopted as circulated
CARRIED.

CHAIRS REMARKS

4. The Chair noted that on the Budget side of things, we have not received approval on the 2010 Budget from the Districts of Highlands and Metchosin and may or may not make the February 28th deadline.

Construction of the 55+ Activity Centre Project is going very well. The Centre will be getting some extras as the costs for the project have come in under budget.

PUBLIC PARTICIPATION

5. Chris Anstey, President, Greater Victoria Velodrome Association was on hand to request that two (2) items be added to the March 11, 2010 Board meeting as follows:

1. Access to the Cycling Track – Mr. Anstey noted that GVVA agrees to undertake, at their cost, all routine maintenance and repairs of the cycling track which includes repairs to the board railings to the standard of a typical cycling track. This includes the repairs to the infield carpet where the carpet has been removed for inspection of the undersurface.
2. Requested a copy of the "Society Agreement from the Commonwealth Games" referred to by the previous WSPR Board Chair, Mark Cardinal at the Metchosin Council on August 11, 2008. Mr. Cardinal had stated that there is a "Society agreement from the Commonwealth Games" that states that the Society will ensure that the public has access to the venues at all normal times during the life of the venues".

The Board thanked Mr. Anstey for his participation.

Director Saunders noted that he has put in a FOI request to find out about Commonwealth Legacy funds and will report back his findings.

REPORT FROM THE FINANCE COMMITTEE

6. a) **RFP for Audit Services**
That the RFP for Audit Services for reviewed by the Finance Committee be approved and issued in March or April of 2010.

MOVED/SECONDED by Directors Wysiecki and Young
CARRIED.

- b) **Request for Carryover of Capital Funds for Uncompleted Projects.**

That the request to carry-over the unused capital funds in the amount of \$50,000 from the 2009 budget to the 2010 budget so that the capital projects that were not completed in 2009 be finished in 2010 be approved.

MOVED/SECONDED by Directors Wysiecki and Young
CARRIED

c) Tangible Capital Asset Threshold

That the Board approve the use a \$10,000 Capital Threshold as put forward by the Manager of Finance through discussions with member Municipal Finance Directors be approved.

MOVED/SECONDED by Directors Wysiecki and Britton.
CARRIED.

d) 2010 Finance Committee Meetings Times

The Finance Committee Meeting times confirmed to stay at 3:00 pm on Tuesdays.

MOVED/SECONDED by Directors Wysiecki and Young.
CARRIED.

e) Impact of NSF Charges, Payment Plan Admin Fees and Invoice Interest

That the report from the Manager of Finance noting implementation of additional fees to offset the administration of interest free payment plans used by patrons to average their annual pass purchase over 12 months, to reduce the number of bounced cheques issued to West Shore and reduce A/R collection times be received for information.

The Manager of Finance noted that the above charges have increased revenue by \$3,615 in 2009.

MOVED/SECONDED by Wysiecki and Britton.
CARRIED.

f) Equipment Replacement: 2003 Gator JD 6x4

That the purchase of a 2010 John Deere 6x4 Gator in the amount of \$11,544.23 to replace the 2003 John Deere 6x4 Gator be approved

g) Equipment Replacement: Sprayer (PTO)

That the purchase of a 2010 Toro Multi Pro 1250 in the amount of \$44,940.00 to replace both a 1985 Hardi NK 300 and a Hardi ES 50

h) Equipment Purchase: 2005 Chevrolet 1500 2WD Truck

That the purchase of a 2010 Ford ½ ton extended cab 4x4 truck with the heavy duty payload package in the amount of \$24,142.88 including taxes to assist to keep the facility open in extreme winter weather conditions.

i) Equipment Replacement: 2004 Floor Machine (Bear Machine)

That the Board approve the purchase of a 2010 Nilfisk-Advance Floor Machine at a cost of \$20,211 to replace the 2004 Floor Machine (Bear Mountain Arena) at a cost of \$20,210.11.

j) Equipment Purchase: Bobcat Plow

That the Board approve the purchase of a 2009 Bob Cat Plow - 72" Hydraulic angle blade for mounting on the Case Skidsteer at a cost of \$2,889.00.

k) Equipment Purchase: Backhoe Plow

That the Board approve the purchase of a 2009 FFC Snow Blade- 120" Hydraulic Angle Blade for attachment to our Backhoe at a cost of \$6,887.85.

l) Equipment Replacement: 2004 4x2 Gator/Utility Vehicle

That the Board approve the purchase of a Yamaha Adventurer Gator (electric Unit) at a cost of \$13,500.00 to replace the 2004 4x2 Gator/Utility for the Maintenance Department.

MOVED/SECONDED by Directors Wysiecki and Seaton that the Board approves the purchases of the equipment noted in items f-l.
CARRIED.

m) Year-End 2009 Update

The Chair of the Finance Committee noted that the Administrator presented a verbal report on the 2009 year-end status. In 2009 there were capital funds used as repairs and maintenance that were unbudgeted for (field house repairs, ductwork in pool) and as such the \$200,000 to be put into the 25 year lifecycle plan will look more like \$50,000 into capital.

NEW BUSINESS

7. a) Discussion of District of Metchosin Opting Out

Director Saunders brought forward an item for discussion about the District of Metchosin opting out and doesn't know if this has been formally brought forward and asked if there was any truth to this. The Administrator noted that the member municipalities have requested a meeting and whether that item will be discussed at that upcoming meeting is up to them and if that was an item to be discussed that would be the correct forum, not at the WSPRS Board.

OLD BUSINESS

8. a) Canadian Forces Soccer Nationals

The Manager of Recreation brought forward a report dated February 2, 2010 requesting that West Shore Parks & Recreation (WSPR) support CFB Esquimalt in their bid to host the 2010 Canadian Forces National Soccer Championship. The following conditions of support would apply:

1. For tournament play the soccer fields and warm up fields will be provided free of charge by WSPR from September 19th to September 23rd inclusive;
2. When only one field is required for tournament play the two remaining fields are available for WSPR community use;
3. That the event be relocated if inclement weather necessitates the closure of fields. Alternately CFB Esquimalt would be responsible for the re-turfing of fields (at a cost of \$35,00 per field) should this be required as a result of play continuing through a rain closure.
4. That CFB Esquimalt provide the following tournament facility amenities including, but not limited to:
 - a. Tents to be used for change rooms, hospitality area, referee room, and media;
 - b. Portable toilets.
5. That WSPR be identified as an event sponsor.

The Manager of Recreation noted that in discussions with Juan de Fuca Soccer Association and the Juan de Fuca Field Lacrosse Association both groups felt that the loss of field use would be minimal to their associations and were in support of the event.

One issue of concern was the impact on the fields if the event should be faced with inclement weather. It was felt that normal field closures should apply and the event would need to be relocated in order to protect the quality of the fields, particularly at the beginning of the season. Penny Murphy was tasked with researching possible alternate sites should this occur.

After discussion, it was

MOVED/SECONDED by Directors Young and Wysiecki that the Board approves that request to host the support CFB Esquimalt in their bid to host the 2010 Canadian Forces National Soccer Championship in September 2010 and asked staff to proceed with contract negotiations and include conditions 1, 2, 4 and 5 noted above but asked that item 3 the 2nd sentence be changed to state "3. That the event be relocated if inclement weather necessitates the closure of fields. ".

CARRIED.

b) WSPRS 2010 Budget Update

The Chair noted that we have are still awaiting the 2010 Budget from the Districts of Highlands and Metchosin and may or may not make the February 28th deadline.

Director Saunders thanked staff for all of their hard work put into preparing the 2010 Budget.

FOR INFORMATION

9. a) Human Resources Staffing Report

The Manager, Human Resources presented a report dated January 29, 2010 for the period of January 2 – January 31, 2010

MOVED/SECONDED by Directors Wysiecki and Wade that the Human Resources Staffing Report be received for information,

CARRIED.

b) Administrator's Report

The Administrator presented a report dated February 10, 2010 in which she noted that West Shore Parks and Recreation is gearing up for the 2010 Winter Olympics! We have been able to share a little bit of the spirit beginning in the fall with welcoming the Olympic Torch, and more recently hosting the Chinese Olympic Curling Team. By all accounts, our curling rink has been the best facility they've had a chance to practice on in the region.

Our staff Wellness Committee would also like to invite Board members to join staff for an Olympic Party in the upper lounge of Bear Mountain Arena after 4 pm on Tuesday, February 16th for a broadcast of the Canada/Norway Men's Hockey game to kick off the Canadian run to Gold!!!

While this winter program session winds down, our program staff are busy finalizing copy for the Spring/Summer Activity Guide with lots of new program ideas. Programs for the upcoming Pro-D day are full, and there are many Valentines activities happening this weekend including a 2 for 1 pass offer for Wild Play, and Valentines Party 2 for 1 admission to skate and swim.

The Manager's Team has been orienting our new HR Advisor, Brian Merryweather and our new Recreation Manager, Cindy O'Regan into the West Shore world of Parks and Recreation

and Community Development. We are so fortunate to have a strong and creative Management Team and I look forward to continuing the excellent work started by previous staff.

The switch over to Langford's exchange server is now complete and most of the "bugs" have been worked out. On the IT side we are also completing the new web site design and proofing the content for publication by the end of the month. Be sure to visit the new site and give us your feedback when it comes on line. Training schedules are now being discussed with Langford IT in our upcoming upgrade to new software for the Department.

The Seniors Activity Centre construction continues on schedule, and the weather is cooperating with the build, so that the target of completion by July is still very much real. The excitement is building as program plans begin to take shape for the new space.

Wild Play has been experiencing a successful winter, beyond expectations for this season due to the relatively mild weather so far. On a few recent weekends, they actually ran out of harnesses and had to send to Nanaimo to borrow some! We are looking forward to a real rush of new adventurers when the spring truly hits!

MOVED/SECONDED by Directors Wysiecki and Britton that the Administrator's Report be received for information.
CARRIED.

c) Correspondence from the JdF Minor Hockey Association

The Administrator gave a verbal report on correspondence that was received from JdF Minor Hockey Association dated January 26, 2010 requesting WSPRS host the "First Annual Debbie Cooper Memorial Spring Tournament" on March 26-28, 2010. The Administrator noted that in discussions with JdFMHA, West Shore Parks and Recreation sponsored eight (8) hours of ice time towards the tournament.

MOVED/SECONDED by Directors Britton and Seaton that the Board receives the report for information.
CARRIED.

IN CAMERA

9. N/A

ADJOURNMENT

10. MOVED/SECONDED by Wysiecki and Britton that the meeting adjourned at 7:50 p.m.