



**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
held Thursday, April 8, 2010 in the Fieldhouse**

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**PRESENT:** Les Bjola (Chair), Lanny Seaton, Ken Williams, Shaun Wysiecki (Secretary-Treasurer), Mike Hicks, Dave Saunders (Vice-Chair), Michael Hanson, Terry Young, David Screech, Moralea Milne, Jo Mitchell, Roger Wade, Arnie Hamilton

**ABSENT:** Andrew Britton, Matt Sahlstrom

**STAFF PRESENT:**

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

**CALL TO ORDER**

1. The Chair called the meeting to order at 7:00 pm.

**APPROVAL OF AGENDA**

2. MOVED/SECONDED by Directors Wade and Wysiecki that the agenda be approved as circulated.  
CARRIED.

**APPROVAL OF MINUTES**

MOVED/SECONDED by Directors Seaton and Wade that the minutes of the regular meeting held March 18, 2010 be adopted as circulated.  
CARRIED.

**CHAIRS REMARKS**

4. N/A

**PUBLIC PARTICIPATION**

5. N/A

**NEW BUSINESS**

6. a) **Presentation by the WSPRS Wellness Committee**

WSPR staff members from the Wellness Committee, Corey Burtini, Andrea Bomhof and Amy Cooper were on hand to make a presentation to the Board noting that staff has been divided into four (4) teams and have a list of items that they can do earn points for their team monthly. A newsletter was handed out to the Board of events that have happened through the month of March and staff noted that Board members have been added teams and would be able to earn points and join in staff team building.

**b) Life Saving Society Awards**

Former Director Ron Aubrey was on hand to make a presentation as the Honours Chair for the Life Savings Society of Canada to advise that Chris McGregor, Aquatics Programmer received her Bar to Service Medal for her service and dedication of 8 years of service to the organization. This event was held at the Hotel Vancouver on March 20, 2010. Congratulations Chris!

**c) 2009 Annual Report**

The Administrator presented the Board with the 2<sup>nd</sup> Year - West Shore Parks and Recreation Annual Report. The annual report highlights WSPR programs and gives an overview of how and where programs are utilized.

Cindy O'Regan and Kathryn Mullis were instrumental in putting this report together.

We welcome your comments on how you would like to see the annual report improved or items that you would like to see added. Please e-mail Cindy or Linda with your comments.

MOVED/SECONDED by Directors Saunders and Young that the report be received for information.  
CARRIED.

**OLD BUSINESS**

**7. a) Revised 2010 WSPRS Budget to include Capital Item**

The Finance Chair, Director Wysiecki brought forward a motion from the Special Finance Committee held prior to the Board meeting. He noted that the Finance Committee recommends to the Board to approve the WSPR Amended Budget to include the capital item (weight room project) under "Other" effective January 1, 2010 and that the amended budget be forwarded to member municipalities for approval.

Director Moralea Milne brought forward a Formal Minority Report dated April 8, 2010 for discussion. This document indicated that the undersign, a minority report of the District of Metchosin representatives for the WSPRS not agreeing with the majority, desire to express their views in the case of the approval of the amended 2010 WSPR budget presented to include the capital item – Fitness Centre Project. The Recommendation from this letter was that WSPRS Board of Directors imposes an interim 2010 budget on the society based on the 2009 budget so that the society can continue the operation of the recreation centre and that an amended budget be agreed upon at a later date.

MOVED/SECONDED by Young and Wysiecki that the Formal Minority Report brought forward by Director Milne be received for information.  
CARRIED.

After discussion, it was

MOVED/SECONDED by Directors Wysiecki and Young that the Board approves the amended 2010 budget to include the capital item and forward to member municipalities for approval and indicate a date approval required back to WSPR by.  
CARRIED.

Opposed: Directors Williams, Mitchell and Milne

## FOR INFORMATION

### 8. a) Human Resources Staffing Report

The Administrator presented a report dated March 29, 2010 for the period from February 26- March 29, 2010.

MOVED/SECONDED by Directors Wysiecki and Young that the Human Resources Staffing Report be received for information.  
CARRIED.

### b) Administrator's Report

The Administrator presented a report dated March 31, 2010 in which she noted that March has been a busy month for WSPRS staff. The preparation and completion of the Spring/Summer Activity Guide has been a major part of programmers work this month, and we are all proud of the diverse and exciting line up of programs for the community. Registration for new programs began April 7th. The Director of Finance noted that by noon on the 7<sup>th</sup> sales were approximately \$59,000 and entire day registration sales were over \$100,000.

Administratively, besides the day to day management of programs and services, a considerable amount of time has been spent recently on the annual audit process, the Senior Centre build and new frontage planning, responding to the investigation by the Ombudsperson Office on the Velodrome issue, collecting information for Owners to satisfy questions concerning the 2010 budget, and for the fitness centre expansion, as well as attempting to move forward on the Strategic Plan. Unfortunately, an April 7<sup>th</sup> date for completing and reviewing the Strategic Plan draft with Mary Martin of Nexus Learning had to be postponed until May as these other issues have interfered with the original schedule of completion.

We were pleased to sponsor two hours of ice time for the Juan de Fuca Figure Skating Club to use as a contribution towards post secondary scholarships for their graduating skaters. This club serves a large number of local children and youth and rents over \$66,000 of ice time and the amount applied to their scholarship was approximately \$214.00 from West Shore Parks and Recreation. They were extremely pleased to have their request recognized.

Parks staff has been working in this changeable weather to beautify the grounds in preparation for the season. Our flower beds are teeming with spring colour and the power washing of the sidewalks, windows and building fronts give the grounds a new sparkle. Customers are quick to comment on the cleanliness and attractiveness of the facility, and both Maintenance and Parks staff can be commended for their work.

Food Services is getting ready for the spring onslaught of weddings, Food and Home Shows and many special events, such as the successful Nine and Dine golf evenings. Our Café Fresh continues to offer freshly made soups, muffins and daily specials that are well received by our patrons.

The Wellness Committee "Fun Train" keeps chugging through the organization to provide exciting challenges to all individual staff as well as interesting Team Challenges such as the "Egg and Spoon Hallway Race" and the successful staff hockey game. More new challenges will be offered to everyone in April.

As a side note, we have a new Safety Officer through WCB and he has been taking a look at WSPRS staff certifications. We were surprised by the accolades received by him as he noted that WSPRS is a leader in having staff trained. Other centres should be trained to our standards.

Registration numbers were excellent for the first day of summer program registration.

MOVED/SECONDED by Directors Wysiiecki and Mitchell that the Administrator's Report be received for information.

CARRIED.

#### **IN CAMERA**

9. MOVED/SECONDED by Directors Wysiiecki and Wade that at 7:43 pm the Board enter into an In Camera Session.

CARRIED.

The Board rose without reporting from its In Camera session at 9:25 p.m.

CARRIED.

#### **ADJOURNMENT**

10. MOVED/SECONDED by that the meeting adjourned at 9:25 p.m.

ADOPTED - MAY 20, 2010