

***Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
held Thursday, May 20, 2010 in the Lower Clubhouse***

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

**ABSENT:** Andrew Britton

**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 and asked for a report from the Finance Committee Item 6i) – Approval of the Minutes of the Special Finance Committee of May 18, 2010 re: Presentation of Audited financial Statements for year ending December 31, 2009 by KPMG Accounting Firm.

The Board dealt with Item 6i) (information noted in Item 6) and adjourned from the regular meeting at 7:05 pm.

MOVED/SECONDED by Directors Wade and Young that the Board continue to the Annual General Meeting at 7:05 and returned to the regular meeting at 7:40 pm.  
CARRIED.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

MOVED/SECONDED by Directors Wysiecki and Hanson that the minutes of the regular meeting held April 8, 2010 be adopted as circulated.  
CARRIED.

**CHAIRS REMARKS**

- 4. The Chair noted that this was the first official Annual General Meeting since the Society inception in 2002 with the new process. As you have heard in the AGM we are going to have a study in governance and we hope it leads to a better recreation facility. This is an amazing facility and it deserves better governance that we have been able to give it up until now.

**PUBLIC PARTICIPATION**

- 5. N/A

**REPORT FROM THE FINANCE COMMITTEE**

The Chair of the Finance Committee, Director Wysiecki gave an overview of the Finance Committee Meeting as follows:

**6. a) RFP for Audit Services**

The Manager of Finance brought forward a report dated April 27, 2010 noting that the Finance Committee approved the tendering of our audit services in November 2009. The Finance Committee approved the RFP document for audit services in February 2010.

The RFP was sent to six firms with two responses received. Proposals were received by KPMG and Grant Thornton.

Based on the selection criteria from the RFP, both firms were close to identical in satisfying each criterion except in overall cost where KPMG was significantly better as summarized below:

Year	Grant Thornton	KPMG
2010	\$21,475	\$16,850
2011	\$21,995	\$17,355
2012	\$22,510	\$17,875
2013	\$23,030	\$18,410
2014	\$23,545	\$18,960

The Finance Committee approve KPMG as our auditors for the next five years (2010 through 2014).

**b) Presentation of Audited Financial Statements for year ending December 31, 2009 – by KPMG Accounting Firm**

This item was removed from the April 27, 2010 meeting. The Board dealt with this item as Item 6h) as the first item on the agenda at the Board Meeting on May 20, 2010.

**c) Automated Payroll**

The Manager of Finance presented a report dated April 27, 2010 in which he noted that WSPRS currently processes our payroll using paper timesheets and manually enter this into the Dynamics GP accounting software. Dynamics calculates the deductions and prepares a file that is submitted to our financial institution for direct deposit payment to our staff’s accounts.

We average 225 to 250 staff per pay run including Full-time, Regular Part-time and Auxiliary staff. Typically payroll takes several hours at the supervisor level and then three days in finance to check and data enter the times sheets every two weeks.

A working group of five (5) WSPR staff reviewed four software programs to automate our payroll. ADP, Payroll Guardian, Langford’s Electronic Timesheets and Joe Software’s – Penny Payroll

System (Dynamics Recommendation). Ultimately we chose ADP as the software that would best suit our needs. On top of anticipated staff time efficiencies and reduced costs of potential errors from a paper system, we expect to be able to fund this increase with:

- \$8,500 annual reduction in HR payroll costs
- \$2,500 annual reduction in Dynamics Annual Maintenance costs (still negotiating)
- \$2,500 annual reduction in budgeted Dynamics support
- \$7,500 a \$2,500 annual budget reduction from each department: Administration, Maintenance, Programs

The Manager of Finance noted that starting in the 2011 budget we will include an expense for ADP of between \$20,000 and \$23,000 per year.

#### **d) Fees & Charges 2010-11**

The Manager of Recreation presented a report dated April 14, 2010 for the proposed fees and for 2010 – 11. She noted that annually there is a review of fees and charges and the recommended fees are based on an average of those fees being charged by surrounding municipalities. Fees that are well below the average are being adjusted in yearly increments.

For the 2010- 2011 fee cycle staff are proposing fee increases ranging from 0% to 2.3%. For those fees that are inclusive of tax a further 7% increase has been added to account for the HST. For those rental fees that exclude tax, the applicable tax is added at the time of rental. She noted that if the HST is not implemented the fees which are inclusive of taxes will be adjusted to include GST only.

In some instances we will not be able to meet the predicted cost of living increase; however, with the potential implementation of the HST we need to be conscious of what the consumer can absorb as an annual increase.

#### **e) Frontage Requirements**

The Manager of Operations brought forward a report dated March 8, 2010 noting that with the development of the addition to the Senior's Centre with a building permit of construction cost greater than \$300,000 and the consolidation of properties on which the land sits has triggered the frontage improvement requirements of Colwood Bylaw #285. WSPR would like to ask that the City of Colwood consider a long term plan for comprehensive frontage improvements that would better address the general safety of the public and the aesthetics of the area along the Island Highway.

**2010 – 1<sup>st</sup> Phase** - we would suggest installing railings along the section of frontage that has an existing one foot drop off at the back of the sidewalk. Installing a three meter wide boulevard in front of the JDF arena beside the existing roadside sidewalk and removing the parallel stalls along the arena and repositioning the parking lot roadway three meters east into that area. To be completed in 2010 with the current budget.

**2011 – 2<sup>nd</sup> Phase** - frontage improvement would be from the end of the existing sidewalk north to the new entrance way. This would include a new 2 meter sidewalk approximately fifty five meters long and 20 curb stops. To be completed in 2011.

**2012 - The third phase** of the project would consist of boulevard and sidewalk from the new entrance way north to the end of the parking lot in front of the library approximately 82 meters long, and 33 curb stops.

**2013 - The last phase** is to join the chip trail path to the sidewalk at the end of the Library parking lot and end that portion of the trail at "National Car Rental".

The Finance Committee recommends that the Board approve the 1<sup>st</sup> stage for 2010 but for staff to ask the City of Colwood Council to change their original motion made at the December 21, 2009 Regular Council Meeting to adopt a staged plan to update frontage.

**f) Statement of Revenue & Expenditures for the Three Months Ending March 31, 2010**

The Manager, Finance presented the Society's Revenue and Expenditure statements to March 31, 2010. He noted that the organizations net expense, before fund transfers and major repairs and maintenance, is almost identical with a slight drop in revenue offset by matching decreases in expenses.

**g) JdF Recreation Centre Upgrade Update**

Finance Committee advised the WSPRS Board of the acceptance of the grant to expand the weight room.

**h) WSPRS 2010 Budget Update**

It was noted that the WSPRS 2010 Budget has been approved by all member municipalities.

MOVED/SECONDED by Directors Milne and Screech that the Board receives the report from the Finance Committee noted in items a-h for information.  
CARRIED.

**h) Approval of Minutes of Special Finance committee of May 18, 2010 re: Presentation of Audited Financial Statements for year ending December 31, 2009 – by KPMG Accounting Firm**

MOVED/SECONDED by Directors Wysiecki and Mitchell that the financial statements for the year ending December 31, 2009 be accepted .  
CARRIED.

**NEW BUSINESS**

**7. a) WSPRS Board and E-mail Voting**

The Chair noted that WSPRS Bylaws allow any form of meeting deemed necessary and there is a number of members that do not believe the e-mail votes are appropriate. This matter has been brought forward to discuss the matter to continue or not to have e-mail votes and to clarify what issues should be or not be allowed.

After discussion, it was

MOVED/SECONDED by Directors Milne and Wysiecki that the Board ask staff to prepare a detailed report with recommendations and bring back to the June 2010 Board meeting.  
CARRIED.

## OLD BUSINESS

### 8. a) **Canadian Forces National Soccer Championships 2010**

The Administrator noted that we have received a letter dated April 27, 2010 from National Defence noting that they have been unable to secure the funding for the event and are unable to move forward. They thanked WSPRS for the tremendous amount of time and work that had been put into developing the proposal.

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

## FOR INFORMATION

### 9. a) **Letter from Canadian Payroll Association dated April 26, 2010 re: National Volunteer Week**

The Administrator brought forward a letter dated April 26, 2010 from the Canadian Payroll Association (CPA) acknowledging the contributions of Martha Cherneske as a Subject Matter Expert for her time and expertise to CPA.

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

### b) **E-mail from Director Hanson dated May 7, 2010 re: Marketing Program – Goldstream Gazette**

Director Hanson brought forward a Marketing Program to highlight the “Good News” stories at WSPR. He noted that the Goldstream Gazette will run a full page once a month to highlight stories that that WSPR is all about. This would be a free of charge program as the costs would be sponsored by businesses in our community by way of a banner ad run on the bottom of the page at a cost of \$300.00. The Goldstream Gazette Sales Team would take care of selling the ad to sponsors and the Editorial Team will compile the information given from the WSPR Manager of Recreation

After discussion, it was

MOVED/SECONDED by Directors Hanson and Sahlstrom that the Director Hanson work with the Manager of Recreation to provide information for the monthly articles for the Goldstream Gazette.  
CARRIED.

The Administrator thanked Director Hanson for his idea on how to improve the good news for WSPR and noted that staff are delighted to assist him.

### c) **Human Resources Staffing Report**

The Human Resources Advisor presented a report dated May 7, 2010 for the period from February 25, 2010 to April 30, 2010.

The HR Advisor noted that WSPR has secured approximately \$28,000 subsidy from Service Canada towards summer hiring.

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

#### **d) Administrator's Report**

The Administrator presented a report dated May 19, 2010 and noted the following:

That after a tremendous effort by WSPRS staff and Board, I am extremely pleased to report that the 2010 budget was finally passed by all Members with the inclusion of the Fitness Centre expansion. Work is underway to prepare the site, which will initially involve the relocation of some existing services. It is expected that the project will be complete by December 2010.

The capacity in the Weight Room will increase from 55 people to 105 at one time; a 91% increase, as well as provide room for stretching, weight training, cardio and functional exercise. It will also accommodate people on wait lists for popular programs. The addition of a Fitness Studio will provide opportunities to add new fitness and wellness programs for a wide variety of participants. It will have sport flooring, multi level lighting an advanced sound system and dedicated fitness equipment.

In other building news, the Senior Centre addition continues to be on time and on budget and is eagerly awaited by the members of the JdF 55+ Society. WSPRS staff are working closely with the seniors to make the best use of the additional space for community programs when not in use by the members. The addition of a sprung floor auditorium space with mirrors and dance bars, as well as additional classroom space, will make this a welcome addition for many kinds of programming.

It has been a busy month with many major events. The Shamrocks opened their season last Friday with a close to sell out crowd and we were able to test our new ticket scanners on a near capacity crowd.

Both the Home Expo and the Cisco Food Show also occupied a large amount of staff time last month. These major trade shows ran smoothly with the expertise of staff who are truly customer service oriented, which brings these shows back year after year, as positive revenue generating opportunities as well as for community enjoyment.

With the warmer weather, the spring aeration and seeding has been going well. New irrigation had been installed on Field three and Fields one and two have been turfed and seeded and are well ahead of the seasonal schedule. Parks has also successfully negotiated a contract for maintaining a playing field in the Highlands, saving that municipality some money, and providing better service then their current contract.

Summer program registration continues to be strong, and all summer staff have been hired. We are looking forward to exciting summer programs both at the JdF site and through Centennial Centre, which enables us to have much more capacity for child and youth programming.

The May Wellness Challenges have been issued and everyone is vying for top team spot with their participation in numerous activities.

The JdF Pool is hosting the National Lifeguard Service Instructor School on May 22-24, for all of Victoria. This has not been offered for many years, so we are very excited to be the hosts for this excellent course. As well, ongoing In-Service training for pool staff has been extremely well received as over 45 young people learn and maintain higher level water safety skills. Our swim lessons have been so popular and well attended that we have added additional staff to increase lesson offerings, particularly in the evening sessions.

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

#### **IN CAMERA**

10. MOVED/SECONDED by Directors Saunders and Hamilton that at 8:30 pm the Board enter into an In Camera Session.  
CARRIED.

The Board rose without reporting from its In Camera session at 8:40 p.m.  
CARRIED.

#### **ADJOURNMENT**

11..MOVED/SECONDED by Seaton and Mitchell that the meeting adjourned at 8:40 p.m.

ADOPTED - JUNE 10, 2010