

**Adopted February 9, 2006**



**Minutes of a Meeting of the  
West Shore Parks & Recreation Society  
*BOARD OF DIRECTORS*  
held January 12, 2006  
in the Gllangcolme Room**

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**PRESENT:** Director Denise Blackwell, Chair  
Directors Les Bjola, Mark Cardinal, Arnie Hamilton,  
Kyara Kahakauwila, John Ranns, Dave Saunders, Winnie Sifert,  
Ute Schnarr, Lanny Seaton, Jody Twa and Terry Young.  
Councillor Geri Anderson, Town of View Royal.

**ABSENT:** Director Scotty Davidson.

**STAFF PRESENT:** Mark Johnston, Administrator  
Janet Barclay, Manager of Com. Recreation & Development  
Wade Davies, Manager of Operations  
Debbie Hansen, Manager of Human Resources  
Mary Turner, Manager of Administrative Services  
Carol MacRae, Administrative Assistant

**1. CALL TO ORDER**

The meeting was called to order at 7:00 pm. by the Administrator, Mark Johnston.

**2. ELECTION OF OFFICERS**

***a) Chair***

Mark Johnston called for nominations for Chair.  
Director Les Bjola nominated Director Denise Blackwell.  
Mr. Johnston called three times for further nominations, and hearing none,  
Director Blackwell was declared Chair by acclamation.

Director Blackwell assumed the Chair at this time.

***b) Vice-Chair***

The Chair called for nominations for Vice-Chair.  
Director Mark Cardinal nominated Director Dave Saunders for Vice-Chair.  
The Chair called three times for further nominations, and hearing none, Director  
Saunders was declared Vice-Chair by acclamation.

***c) Secretary/Treasurer***

The Chair called for nominations for Secretary-Treasurer.  
Director Lanny Seaton nominated Director Terry Young.

The Chair called three times for further nominations, and hearing none, Director Young was declared Secretary-Treasurer by acclamation.

### **3. COMMITTEE APPOINTMENTS**

#### ***a) Finance Committee***

MOVED by Director Jody Twa

SECONDED by Director Ute Schnarr

That Directors Denise Blackwell, Kyara Kahakauwila, Mark Cardinal, Scotty Davidson and Terry Young be appointed to the Finance Committee.

CARRIED.

#### ***b) Fields Committee***

MOVED by Director Kahakauwila

SECONDED by Director Sifert

That Directors Seaton, Saunders and Cardinal be appointed to the Fields Committee.

CARRIED.

#### ***c) Partnership Renewal Committee***

MOVED by Director Seaton

SECONDED by Director Saunders

That Directors Blackwell, Young, Kahakauwila and Hamilton be appointed to the Partnership Renewal Committee.

CARRIED.

#### ***d) GVLRA Representative***

MOVED by Director Terry Young

SECONDED by Director Kyara Kahakauwila

THAT Director Ranns be appointed as the GVLRA Representative for the Society.

CARRIED.

### **4. APPROVAL OF AGENDA**

MOVED by Director Terry Young

SECONDED by Director Winnie Sifert

THAT the Agenda, and Supplementary Agenda, be approved as circulated.

CARRIED.

### **5. APPROVAL OF MINUTES**

MOVED by Director Lanny Seaton

SECONDED by Director Winnie Sifert

THAT the minutes of the Regular Meeting held October 20, 2005 be adopted as circulated.

CARRIED.

### **6. OLD BUSINESS**

#### ***a) 2007 BMX World Championship – Update***

Mark Johnston reported that the BMX Association has now formed a separate Society for the purpose of this event, and that we are continuing to make good progress toward fine tuning their needs for the event in terms of facility requirements. Also, the Canadian Cycling Association and the American Bicycling Association are working together to ensure that there won't be any conflicts for the event.

***b) Changing base lines on Ball Diamond #3 – Update***

Mark Johnston briefly outlined the history of this request, noting that Triangle Little League had requested a change to the baselines, and the pitching mound to accommodate their older players, and that this presented a conflict with the adult user group which also uses the diamond. He noted that the two groups are working together to resolve the scheduling issues with this facility and they have come to an agreement about a re-movable pitching mound. It is estimated that the cost of changing the baselines will be less than \$1,000.00. An additional request has come forward from Triangle Little League to have dug-outs constructed on this field. A Staff Report will be forthcoming to the next meeting on the feasibility and the cost of constructing dug-outs.

***c) Community Recreation & Development Dept. – re-organization***

Janet Barclay presented the re-organization chart, and spoke to her report with regard to the re-organization.

It was noted that all changes fall within the current Departmental budget, and positions will be posted as soon as possible.

Following discussion, it was

MOVED by Director Lanny Seaton  
SECONDED by Director Winnie Sifert  
THAT the report be received as presented.  
CARRIED.

***d) DND Annex Road paving – additional capital funding***

Mary Turner spoke to her report regarding additional costs that were incurred for paving of the annex road. Following discussion, it was

MOVED by Director Lanny Seaton  
SECONDED by Director Winnie Sifert  
THAT the Board approve \$5,163.57 from the re-allocation of surplus funds from the 2005 Capital Budget for payment of the invoice from Capital City Paving Ltd.  
CARRIED.

**7. NEW BUSINESS**

***a) Equipment Replacement – 2001 E-Gator***

Wade Davies spoke to his report noting that since this Gator was stolen, the rest of the gator fleet has been fitted with hidden start switches, and that they will be stored inside a secured area when not in use. It will be determined over time whether it is necessary to replace the gator in question.

In the discussion that followed, it was requested that Staff come forward with a report to the February meeting as to whether the gator in question will be replaced.

***b) Olympic / Paralympic Live Sites Application***

Janet Barclay spoke to her report regarding an application to the Ministry of Small Business and Economic Development for a grant toward the purchase of a jumbotron for Bear Mountain Arena. She noted that if we were successful in obtaining a grant, it would cover 50% of the costs up to \$330,000, through the Olympic/Paralympic Live Site Program.

MOVED by Director Dave Saunders

SECONDED by Director Winnie Sifert

THAT a Sub-Committee be struck to further research this matter and attempt to identify partners, and to come forward with a report to the Board.

CARRIED.

Directors Jody Twa, Les Bjola and Arnie Hamilton were appointed to the Sub-Committee.

***c) Update re/ sale of Upper Level Boxes***

Mark Johnston reported that a decision was made to no longer sell the upper level boxes, but that they would be turned over to the tenants to sell to season ticket holders as Club Seats. The tenants have notified the former box owners advising that they will be given first right of refusal for the purchase of seasons tickets. Ticket sales for these seats will now be managed by the tenants.

***d) Statutory Holidays – Canada Day and Labour Day***

Mary Turner spoke to her report regarding closure of the pool and fitness area during Canada Day and Labour Day. She presented figures on wages paid vs revenues taken in on those days in 2005. Following discussion, it was

MOVED by Director Kyara Kahakauwila

SECONDED by Director Terry Young

THAT facilities remain open on Canada Day and Labour Day, and that Staff be asked to come forward with a cost analysis of providing free services to patrons on those days, and ways of saving money during operations on statutory holidays.

CARRIED.

***e) Boardroom for Board Meetings***

Mark Johnston noted that in recent times, the Boardroom has been filled to capacity during Board meetings, and therefore, Staff is attempting to offer larger accommodations until a more permanent arrangement can be made. Therefore, in the near future, meetings will be scheduled in either the Gllangcolme Room or the Fieldhouse.

It was noted that the possibility of moving all Administrative offices together and developing a new boardroom will be reviewed as part of the review of the proposed expansion of the fitness facility.

**8. FOR INFORMATION**

***a) Canadian Tire JUMPSTART Program***

Janet Barclay spoke to her report noting that Canadian Tire has created a program entitled Canadian Tire JumpStart™ which provides funds for needy children in our community to participate in sporting activities. Through this program we are able to provide free swimming lessons to Grade 2 students from three elementary schools identified from this area.

***b) Upcoming Events at Bear Mountain Arena***

A list of the special events booked into Bear Mountain Arena from January through August 2006 was presented to the Board for information.

**9. IN CAMERA {8:10 PM}**

MOVED by Director Terry Young

SECONDED by Director Winnie Sifert

THAT the Board enter an In Camera Session.

CARRIED.

The Board rose from its In Camera Session, and reported as follows:

***a) Lease Extension – Vancouver Island Safety Village***

The Vancouver Island Safety Village will be asked to vacate our premises by May 1, 2006 as the Society is in need of the property for its own purposes.

***b) Robert vs West Shore Parks & Recreation Society***

It was reported that the settlement of this claim has now been completed.

***c) Report from Human Resources***

Wade Davies was confirmed in his position as Manager of Operations, taking over from Alex Reid who retired as December 31, 2005.

***d) Sooke School District – Draft Joint Facility Use Agreement***

The Board was informed of the Draft Joint Use Agreement which is being negotiated between staff of the Society and the School District. Staff was authorized to proceed with this Agreement. Board members were encouraged

to attend the School Board meeting when the Draft Use Agreement is being considered, and further, the Board requested that the School Board be invited to send a representative to our Fields Committee Meetings.

***e) Salsa Arena Use Agreement – Bear Mountain Arena***

It was reported that Staff was successful in negotiating the 2005-2010 Salsa Arena Use Agreement. It was approved for signature by the Board.

***f) BMX 2007 World Championship / 2006 Canadian Championship***

A request was received from De Armond Tate Management Group, on behalf of the Canadian Cycling Association, for the Board to host the 2006 BMX Canadian Championship. The Board offered to host the event provided it could be held on the existing BMX track.

MOVED by Director Terry Young  
SECONDED by Director Winnie Sifert  
THAT the In Camera Report be adopted.  
CARRIED.

The meeting adjourned at 8:55 pm.