



**Minutes of a Meeting of the
West Shore Parks & Recreation Society
BOARD OF DIRECTORS
held Thursday, June 22, 2006
in the Boardroom**

PRESENT: Director Denise Blackwell, Chair
Directors Les Bjola, Arnie Hamilton, Dave Saunders, Winnie Sifert,
Lanny Seaton and Terry Young.
Councillor Geri Anderson, Town of View Royal.

ABSENT: Directors Mark Cardinal, Scotty Davidson, Kyara Kahakauwila, John
Ranns, and Jody Twa.

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

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. APPROVAL OF AGENDA

MOVED by Director Bjola

SECONDED by Director Young

THAT the Agenda and Supplementary Agenda be approved as circulated.

CARRIED.

3. APPROVAL OF MINUTES

MOVED by Director Saunders

SECONDED by Director Young

THAT the minutes of the Annual General Meeting held May 11, 2006 be adopted as circulated.

CARRIED.

MOVED by Director Seaton

SECONDED by Director Young

THAT the minutes of the Regular Meeting held May 11, 2006 be adopted as circulated.

CARRIED.

4. CHAIR'S REMARKS

The Chair noted that during the Bear Mountain Curling Classic, held at Bear Mountain Arena in April, we took in \$61,000.00 in the Concessions, and \$15,000.00 was donated to local charities through the 50/50 draws. It was requested that a letter of commendation be sent to Jim Kinnear and Al Sutherland for their hard work in making this event such a great success.

5. PUBLIC PARTICIPATION

Debbie Hansen, Manager of Human Resources, introduced Karin Ratkai, who has recently joined the Human Resources Dept. It was noted that Karin will be offering vacation relief for the Administrative Assistant when required.

6. FIELDS COMMITTEE REPORT

a) Fields Analysis Report

The final Fields Analysis Report was submitted to the Board. The report was submitted to the Fields Committee at their meeting of May 9, 2006. The recommendation arising from the Report was noted as follows:

That the Society set up a hub and satellite concept whereby the main field site would be at Juan de Fuca Recreation Centre, and then work with the School Board to upgrade various school fields located at Belmont Sr. Secondary School, Dunsmuir Middle School and Spencer Middle School. This would allow the main fields to be used for games and higher level practice fields. The balance of the fields could be used for lower level games and practice fields. This would achieve demand trends for lighting, irrigation, partnerships, demand for amenities and facilities, use of school fields and clustering of multi-fields in specific locations.

It was noted that the Fields Committee made the following recommendations to the Board in this regard:

- a) That Staff be authorized to assess the current facilities on the Juan de Fuca Recreation Centre site and provide information and costs on developing our fields as the core centre based on the recommendations in the Playing Fields Analysis Report; and
- b) That the Society work with the School Board in the development of a plan for specific school fields as satellite field facilities, based on the recommendations in the Playing Fields Analysis Report.

Discussion ensued with regard to properties that are dedicated to the Municipalities, through subdivision, for parks purposes and corresponding Municipal policies around developing those areas as playing fields. It was noted that the Fields Analysis report does not address what should be done with those properties. Following discussion, it was

MOVED by Director Seaton

SECONDED by Director Saunders

THAT the Fields Committee be directed to come forward to the Board with recommendations as to where the field nodes should be located, and that a copy of the Fields Analysis Report be forwarded to the Municipalities for comment.

CARRIED.

b) Proposed Stadium Concept – Velodrome site

The Administrator advised that in reviewing the utilization of the velodrome facility, and the need to replace the artificial turf, it offers an opportunity to look at the possibility of converting that facility into a stadium. There are opportunities in conjunction with the BMX 2007 World Competition to get seating, and it is possible to create a full size competition field, with artificial turf, by taking out both ends of the cycling track. A more formal presentation may be forthcoming in the near future.

7. FINANCE COMMITTEE REPORT

It was reported that the Finance Committee was unable to convene its meeting due to lack of a quorum. Therefore the following items were brought forward for the Board to act on.

a) Additional 2006 Capital Budget Requests

It was reported that there were uncommitted capital funds in the 2006 Budget, in the amount of \$19,334.00. Following prioritization by Staff, the following items were selected as high priority:

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|---|--------------------|
| 1. Hot water tank for the boiler room | \$9,000.00 |
| 2. Rack for transporting glass in the arena | <u>\$10,000.00</u> |

TOTAL: \$19,000.00

MOVED by Director Seaton

SECONDED by Director Young

THAT approval be granted for the purchase of the additional capital items totalling \$19,000.00.

CARRIED.

b) Revenue & Expenditures – Quarterly Report to May 31, 2006

The Statement of Revenue and Expenditures for the five months ending May 31, 2006 were submitted for information. It was noted that the Society is exceeding its revenue projections with spending either within or below budget.

MOVED by Director Young

SECONDED by Director Seaton
THAT the Statement of Revenue & Expenditures for the period ending May 31, 2006 be received.
CARRIED.

c) Equipment Replacement

The Manager of Operations submitted a summary of quotations for the replacement of the Food & Beverage van and the Administration van. After discussion, it was

MOVED by Director Young
SECONDED by Director Seaton
THAT approval be given for the purchase of a 2006 Chevrolet Uplander 7 Passenger Van, as replacement for the Administration van, and a 2007 Chevrolet Uplander Compact Cargo van, as replacement for the Food and Beverage van, both totalling \$42,471.14 after trade-in.
CARRIED.

8. OLD BUSINESS

a) BMX 2007 World Championship

The Administrator reported that the planning of this event proceeding on schedule. We are getting more detailed information as to the physical changes that will be required on our site to accommodate, and the timing. It is apparent that the new track will be constructed in October or November of this year, and will be available for use by our local clubs in the interim.

b) Strategic Plan – Update

The Administrator provided an amendment to the process of the Strategic Plan which reflects the Board's request. Under the revised process, the Board's involvement will be required in October.

9. NEW BUSINESS

a) Victoria Shamrocks – contract renewal

A copy of the new Bear Mountain Arena Use Agreement signed by the Victoria Shamrocks was submitted for the Board's information. The Administrator noted that this is a 5-year contract.

MOVED by Director Bjola
SECONDED by Director Young
THAT the staff report be received.
CARRIED.

b) Vancouver Island Children's Festival – proposed for May 2007

It has been requested to use Bear Mountain Arena for this event from May 8th through 13th, which will involve large stage shows in the arena as well as additional shows in tents outside. The Festival is three days long, and the

organizers will require two days of set up and one to tear down. Two of the show days are dedicated to school groups, and the third is for the general public. If approved, the event will affect practices for Junior and Intermediate Lacrosse, and a Junior B game. It is felt that the impact on regular users can be accommodated.

MOVED by Director Seaton

SECONDED by Director Sifert

THAT Staff be authorized to approve the hosting of the Vancouver Island Children's Festival at Bear Mountain Arena from May 8th through 13th, 2007.

CARRIED.

10. IN CAMERA {7:43 PM}

MOVED by Director Seaton

SECONDED by Director Young

THAT the Board enter an In Camera discussion.

CARRIED.

The Board rose from its In Camera session with no report.

11. ADJOURNMENT

The meeting adjourned at 8:00 pm.