



Adopted May 10, 2007

**Minutes of a Meeting of the
West Shore Parks & Recreation Society**

BOARD OF DIRECTORS

held April 12, 2007

in the Gllangcolme Room

PRESENT: Directors Mark Cardinal (Chair), Arnie Hamilton, Winnie Sifert, Ute Schnarr, Kyara Kahakauwila, Denise Blackwell, Michael Ross, Lanny Seaton, Dave Saunders, Geri Anderson, John Ranns, Terry Young, Les Bjola and Jody Twa, Gary Manhas

ABSENT: Lanny Seaton

STAFF PRESENT:

Mark Johnston, Administrator
Debbie Hansen, Manager of Human Resources
Janet Barclay, Manager of Community Recreation & Development
Lore Cumberbatch, Administrative Secretary
Katherine Beck, Human Resources Assistant

CALL TO ORDER

1. The meeting was called to order at 7:03 pm.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** by Directors Ross and Young that the Agenda be approved as circulated.

CARRIED.

APPROVAL OF MINUTES

3. **MOVED/SECONDED** by Directors Blackwell and Kahakauwila that the minutes of the regular meeting held March 8, 2007 be adopted as circulated.

CARRIED.

CHAIR'S REMARKS

4. a) New appointment to the West Shore Parks & Recreation Board of Directors. The Chair welcomed Director Gary Manhas from View Royal as a member of the WSPRS Board.

b) The Manager, Human Resources introduced the new Human Resources Clerk, Katherine Beck. She advised that Katherine is replacing Karin Ratkai effective April 11, 2007.

PUBLIC PARTICIPATION

5. None.

OLD BUSINESS

6. a) **Update on Facility Users Committee Meetings**

Director Saunders gave an updated on the Facility Users Committee Meetings held March 21st (Ice) and March 28th (Non-Ice).

The March 21st meeting had limited attendance but the meeting got the group communicating about the allocation of ice time.

The March 28th meeting there were many more groups/people attending. He noted that it was an interesting meeting but it was clear that the users want more fields' period. The groups were given an overview of the fields' analysis study and the progress that is being made in that area.

Both of the Ice and Non-Ice User Groups have agreed to meet on a semi-annual basis to keep the lines of communication open.

It has been asked by the groups to look at how the contracts are laid out to make them more user friendly. We are presently looking at creating a better policy with respect to the contract.

The meetings had the user groups take a pro-active role in making the system work better for all.

MOVED/SECONDED by Directors Twa and Anderson that the verbal report given by Director Saunders be received by the Board for information.
CARRIED.

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NEW BUSINESS

7. a) Aeration and Topdressing of Ed Fisher Memorial Field

The Administrator presented a report on behalf of the Parks Maintenance Supervisor that they have been approached by the City of Langford to assist with the yearly project of aerating and topdressing Ed Fisher Memorial Field. If successful it could lead to a partnership of helping the City of Langford maintain and improve their fields.

It was noted by Director Saunders that the City of Colwood has access to sand at a reasonable cost and would be willing to work with the WSPRS to lower the projected costs.

RECOMMENDATION that the report dated March 20, 2007 by the Parks Maintenance Supervisor advising that we have a trial run to ensure that the project can be completed in a reasonable time prior to entering into a partnership agreement be received and that West Shore Parks and Recreation work in conjunction with the City of Langford to aerate and top-dress Ed Fisher Memorial Field at a projected cost of \$4,000 (labour and machinery only) be approved,

MOVED/SECONDED by Directors Ranns and Anderson.
CARRIED.

b) New Parking Lot Entranceway

The Administrator presented a report from the Manager, Operations dated March 21, 2007 including estimates to move the front entranceway of the Recreation Centre to the north to line up with the roadway between the Library and the Pool. The Manager, Operations has met with the Colwood Transportation Committee and all have agreed that this change will make the flow of traffic safer entering or exiting the Recreation Centre.

RECOMMENDATION that the report be received and that the Manager, Operations bring forward drawings for the new entranceway to the May Board Meeting for approval.

MOVED/SECONDED by Directors Blackwell and Young
CARRIED.

c) Advertising in the Activity Guide

The Manager, Community Recreation and Development presented a report dated April 2, 2007 stating that in previous years we produced 4 guides but to reduce costs we will be produce 3 guides (at a cost savings of \$6,000 annually).

The Manager, Community Recreation and Development indicated that selling advertising in our guides is another way of reducing costs. We are at this time only making the back, inside and outside cover and two half pages available for advertising. The spaces are available for not for profit agencies to promote community events or programs which complement the recreation mandate. After a trial period we may consider complementary businesses.

Requested approval of the Advertising Guidelines and Rates as noted below:

**West Shore Parks and Recreation
Activity Guide Advertising Guidelines and Rate Sheet**

- 1) When room permits, advertising space for not for profit organizations or complementary business will be sold in the Recreation Activity Guides.
- 2) Spaces available for sale are the back inside and outside covers and up to two pages internally.
- 3) Advertisers must be community focused and associated with healthy, active living.

Rate Card

Frequency	1x	3x
Inside*		
Full page	\$675	\$1,825
½ page	\$375	\$1,000
¼ page	\$199	\$540
Cover Pages**		
Back full page	\$1,000	\$2,700
Inside full page	\$850	\$2,025

*Inside pages are black and white with 1 spot colour

**Covers are full colour, glossy

Prices listed above are for camera-ready ads only and do not include GST.

MOVED/SECONDED by Directors Schnarr, Young and Hamilton that the Guidelines and Rate Sheet for the Recreation Activity Guide Advertising be approved.

CARRIED.

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d) 2006/07 Field Closures

The Manager, Community Recreation and Development brought forward a report from the Community Sport Coordinator dated April 3, 2007 on changing

the policy for fall/winter field users. We currently pay back 10% of rental fees for JdF initiated field closures due to inclement weather.

Recommendation that a 20% pay back would reflect a more accurate rate of closures during a normal winter.

Recommendation that due to the fact that in the 2006/07 season the JdF fields were closed 50% of the time between September 2006 and March 2007 due to inclement weather to return 100% of the costs resulting from JdF initiated cancellations for the 2006/07 season only at a cost of approximately \$7,000.00.

MOVED/SECONDED by Directors Saunders and Ross that the policy for the payback rate be changed from 10% to 20% be approved.
CARRIED.

MOVED/SECONDED by Directors Ranns and Blackwell that the report be received and the recommendations for the 100% payback for the 2006/07 season be approved.
CARRIED.

e) Fitness Facility Expansion

The Administrator presented a verbal report indicating that they are working on how to expand the facility. Vic Davies Architects have provides estimates on the expansion plan. West Shore Parks and Recreation Society has submitted a grant application to the Provincial Government for an Olympic Live Sites Grant and we have approximately \$300,000 available of unspent funds from the referendum for the new pool which we hope the Province will match.

MOVED/SECONDED by Directors Blackwell and Saunders that the report be received for information and the Board approve an Olympic Live Site application for the expansion of the Fitness Facility.

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FOR INFORMATION

8. a) Human Resources – Staffing Report

The Manager, Human Resources, presented the staffing report for the period of February 28 to April 2, 2007. She has indicated that the only outstanding positions that have not as yet been filled are the aquatics and the rehabilitation positions as they have more specialized skill sets

MOVED/SECONDED by Directors Ranns and Bjola that the report from the Manager, Human Resources be received for information.
CARRIED.

IN CAMERA

9. In Camera (7:35 p.m.)

MOVED/SECONDED by Directors Blackwell and Young
That the board enter into an In Camera session for discussion.
CARRIED.

The Board rose from it In Camera session at 8:45 p.m. and reported as follows:

MOVED/SECONDED by Directors Young and Sifert
Recommendation that the following report from the In Camera session be approved.
CARRIED

a) Renewal of Mark Johnston's Consulting Contract

The Board agreed to authorize the renewal of Mark Johnston's contract with one change to remove the specified term with all other terms and conditions to remain the same.

The meeting adjourned at 8:45 pm.