



**Adopted February 8, 2007**

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

***BOARD OF DIRECTORS***  
**held January 11, 2007**  
**in the Gllangcolme Room**

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**PRESENT:** Director Mark Cardinal, Chair  
Directors Geri Anderson, Denise Blackwell, Les Bjola, Arnie Hamilton, Kyara Kahakauwila, John Ranns, Lanny Seaton, Dave Saunders, Winnie Sifert and Jody Twa

**ABSENT:** Directors Michael Ross, Ute Schnarr, and Terry Young

**STAFF PRESENT:** Mark Johnston, Administrator  
Debbie Hansen, Manager of Human Resources  
Wade Davies, Manager of Operations  
Mary Turner, Manager of Finance & Administration  
Janet Barclay, Manager of Community Recreation & Development  
Bobbi Neal, Community Recreation Coordinator  
Karin Ratkai, Human Resources Clerk  
Lore Cumberbatch, Administrative Secretary

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

MOVED by Director Seaton

SECONDED by Director Sifert

THAT the Agenda and the Supplementary Agenda be approved as circulated, and that the addition of items under New Business submitted by Director Bjola also be approved.

CARRIED.

**3. APPROVAL OF MINUTES**

MOVED by Director Bjola

SECONDED by Director Saunders

THAT the minutes of the regular meeting held December 14, 2006 be adopted as circulated.

CARRIED.

#### **4. CHAIR'S REMARKS**

The chair recommended the following appointments:

- a) *Appointments to the Facility Users Committee are as follows:* Directors Dave Saunders (Chair), Lanny Seaton (Vice Chair), Kyara Kahakauwila, Geri Anderson, Mark Cardinal.
- b) *Appointment to the Finance Committee are as follows:* Directors Terry Young (Chair), Denise Blackwell (Vice Chair), Kyara Kahakauwila, Arnie Hamilton and Geri Anderson.

MOVED by Director Kahakauwila

SECONDED by Director Anderson

THAT the Board approve the appointments to the Facility Users Committee and Finance Committee.

CARRIED.

#### **5. PUBLIC PARTICIPATION**

Debbie Hansen, Manager of Human Resources, introduced the new Administrative Secretary, Lore Cumberbatch. She announced that Lore would be replacing Carol MacRae as of Monday, January 22, 2007.

#### **6. OLD BUSINESS**

- a) *Follow up to the West Shore Economic Development Association application for the BC Summer Games.*

MOVED by Director Kahakauwila

SECONDED by Director Anderson

THAT the letter to the West Shore Economic Development Association dated Dec. 13/06 for the Intent to Bid to host the 2011 Western Canada Summer Games has been received by the Western Canada Games Council, and that a formal bid package may now be submitted, be received by the Board for information.

CARRIED.

- b) *Partnership Renewal Committee*

The committee met prior to the Board meeting and made the following recommendations:

- 1) That the Society's constitution be amended to give View Royal two members, one that will be a member of council and one that will be resident of View Royal and may also be a Council Member.

- 2) That the number of Members on the Board be increased to fifteen, on the basis of one member per 5000 population. If the number of members increases above fifteen, the Board will consider going to a weighted vote at that time.
- 3) That the co-owners interest in the property be adjusted in accordance with the members requisition at Jan 1/07, and a new title be registered to reflect this change.
- 4) That the Partners Agreement be amended to permit a Capital Reserve and Equipment Replacement Reserve fund be established and that the Society be required to identify, with the submission of its annual budget, an amount to be transferred to the reserve funds.
- 5) The Society's constitution will be amended to include a clause that if a Director misses three consecutive meetings without leave from the Chair for a valid reason, that the Board will request that the Member Municipality reconsider the appointment of the Director.
- 6) That the Members, other than Councillors, must be a resident or property owner in the Municipality that they represent.

MOVED by Director Kahakauwila

SECONDED by Director Anderson

THAT the recommendations of the Partnership Renewal Subcommittee be accepted.

CARRIED.

## **7. NEW BUSINESS**

### *a) West Shore Walking Guide*

A Staff Report was given out to let the Board know that we were successful in receiving approval for a \$35,000 UBCM Community Health Promotion Fund Grant that was submitted through the City of Colwood to produce a West Shore Community Walking Guide.

MOVED by Director Anderson

SECONDED by Director Saunders

THAT the Staff report on the West Shore Walking Guide be accepted for information.

CARRIED.

### *b) Langford – Strategic Facilities Plan for the West Shore*

A letter from the City of Langford was given out for information with respect to sports facilities development in Langford's City Centre Park and the West Shore.

MOVED by Director Twa

SECONDED by Director Saunders

THAT WSPRS receive the report for information at this time.

CARRIED.

c) *Juan de Fuca Recreation Facility Deficiencies*

Directors Bjola, Seaton and Kahakauwila brought forward some concerns they had in regards to recent visits to the Recreation centre.

- 1) Ball Diamonds – there should be pitcher warm up areas outside of the fence.
- 2) The mould/mildew on the outside of the JDF arena needs to be power washed.
- 3) At a recent conference at JDF, there were no remote controls to be found that worked the DVD player.
- 4) At a recent youth hockey practice at the Bear Mountain Arena, there was a power outage. The emergency lighting did not come on and it was very dark in the arena, making it difficult to get the players off the ice. The maintenance worker on shift didn't appear to know how to operate the emergency lighting.
- 5) At another recent youth hockey practice, Les felt the ice was not safe as the Grizzlies and Junior Grizzlies had just practiced. It was discussed that there should be a mandatory double flood after 2 heavy user groups use the ice.
- 6) WSPRS should pursue the Wilfert Road connection out of the lower parking lot. During the snow and icy season, heading up the hill after visiting any of the facilities on the lower level is very difficult, and if the Wilfert Road connection was open it would be an easy and safer exit.
- 7) There is rust in the Adventure pool, where the spray fountain sits, that needs to be addressed and corrected.
- 8) In the dressing room at the Bear Mountain Arena there is a sensor light that has been out for some time that needs replacement.

It was discussed what the proper protocol would be if there are facility deficiencies in the future. It was decided that Board members would address any issues with the Administrator, preferably in writing, who would then discuss it with the appropriate Manager.

The Manager of Operations was present and noted all of the items that related to his department(s) to ensure they are rectified.

MOVED by Director Saunders

SECONDED by Director Sifert

THAT the items brought forward be addressed by the Manager of Operations, with the exception of the Wilfert Road connection which will be addressed by the Board who will continue to work with DND for a solution.

CARRIED.

**8. FOR INFORMATION**

a) *Human Resources – Staffing Report*

The staffing report for the period of Oct 26, 2006 – January 4, 2007 listing the current vacant positions, was received for information.

MOVED by Director Kahakauwila

SECONDED by Director Blackwell

CARRIED.

*b) User Group Meetings – Staffing Report*

The report recommended that an all encompassing facility user group meeting be held by March 31, 2007. A decision was made that a letter would go out to each user group with an invitation to attend an open house held at JDF. This will provide an opportunity for open lines of communication between user groups and the Board/Staff. The meeting should be held as soon as possible, preferably within one month.

MOVED by Director Kahakauwila

SECONDED by Director Saunders

THAT a meeting be scheduled within one month with the JDF user groups.

CARRIED.

*c) Synthetic Fields vs. Grass fields – Staff Report*

The City of Langford requested information about the feasibility of synthetic turf vs. natural turf from the West Shore Parks & Recreation Board. The staff report gave an analysis of natural turf vs. synthetic turf.

MOVED by Director Saunders

SECONDED by Director Kahakauwila

THAT the report be received and referred to the City of Langford.

CARRIED.

*c) New appointment to the WSPRS Board of Directors – Michael Ross from Colwood, replacing Scotty Davidson, whose term has expired.*

MOVED by Director Sifert

SECONDED by Director Saunders

THAT the letter from Colwood be received for information.

CARRIED.

**The meeting adjourned at 8:00pm.**