



ADOPTED – AUGUST 23, 2007

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

***BOARD OF DIRECTORS***

held June 14, 2007 in the Fieldhouse

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**PRESENT:** Directors Mark Cardinal (Chair), Arnie Hamilton, Michael Ross, Lanny Seaton, Dave Saunders, Geri Anderson, Ron Aubrey, Terry Young, Les Bjola and Jody Twa

**ABSENT:** Denise Blackwell, Kyara Kahakauwila, Winnie Sifert, Ute Schnarr, Garry Manhas

**STAFF PRESENT:**

Mark Johnston, Administrator  
Debbie Hansen, Manager of Human Resources  
Janet Barclay, Manager of Community Recreation & Development  
Mary Turner, Manager, Financial Services  
Bobbi Neal, Community Development Coordinator  
Lore Cumberbatch, Administrative Secretary  
Katherine Beck, Human Resources Assistant

**CALL TO ORDER**

1. The meeting was called to order at 7:09 pm.

**APPROVAL OF AGENDA**

2. 1 Item was added to the agenda as follows:  
- 9 a) In Camera Item – Staffing

MOVED/SECONDED by Directors Anderson and Hamilton and that the Agenda and Supplementary Agenda be approved with the addition of the In Camera Staffing item.

CARRIED.

**APPROVAL OF MINUTES**

3. MOVED/SECONDED by Directors Saunders and Bjola that the minutes of the Annual General Meeting held May 10, 2007 be adopted as circulated.  
CARRIED.

MOVED/SECONDED by Directors Anderson and Saunders that the minutes of the regular meeting held May 10, 2007 be adopted as circulated.

CARRIED.

**CHAIR'S REMARKS**

4. None.

## PUBLIC PARTICIPATION

5. None.

## OLD BUSINESS

### 6. a) John Stubbs School Playing Field Update

The Administrator gave an update on the number of meetings that have been held between WSPRS, Colwood and the School Board staff and looked at 3 options for fields. The school board provided estimates for civil work (between 1.6 and 1.7 million) and when lights and turf are added the costs projections are 3.3 – 3.5 million. WSPRS has looked at the plans and have some technical difficulties with them. As this is quite high cost projections, this becomes a more than desirable place to locate fields at this time. We will look into other areas and see if we can find alternatives

Director Saunders noted that the School Board has been excellent to work with on this process but at the end of the day this is a large site but the costs to developing are too expensive and we need to look at upgrading fields even if they are not lit and maintain what we have now.

MOVED/SECONDED by Directors Young and Saunders that a letter be sent to the School Board in appreciation of their work with WSPRS on their cooperation to work together on this project.

CARRIED.

MOVED/SECONDED by Directors Aubrey and Bjola that WSPRS get a cost from the school district for a cost of a lesser upgrading of John Stubbs School Field and bring that forth to the Facility User Committee.

### b) 2007 UCI World BMX Championships Update

The Administrator had presented a report dated June 5, 2007 which included 3 in-kind contributions to the Victoria BMX 2007 World Championships as follows:

1. Foregoing concession rights fees – We have advised the Society that a fee of \$7000 will be charged for concession rights. This revenue has not been included in our 2007 budget so the Board may wish to waive this fee.
2. Waiving the facilities rental fee in part or in whole – The total facilities rental fee for the event is \$33,178. These funds have been included as revenue in our 2007 budget.
3. Demolition and/or rebuilding of the Old Safety Village Buildings - There are three (3) buildings on site and the Society has arranged their seating so all three must be removed. The Society was informed more than a year ago that the removal of the two westerly buildings was their responsibility.

Our preliminary estimate of removing this building and then re-erecting it after the event is \$20,000 and we are meeting with Nickel Bros. to get a better estimate before the Board meeting. To demolish and not re-erect the building would be approximately \$10,000. The cost of the removal and/or re-erection is not included in our 2007 budget and if the Board wishes to contribute funds could be re-allocate funds in the 2007 capital budget.

MOVED/SECONDED by Directors Anderson and Young that the concession fees only be waived. Opposed Director Aubrey.

## NEW BUSINESS

### 7. a) 2008 Vancouver Island Region Figure Skating Championships

The Administrator presented a report from the Facilities Coordinator dated May 28, 2007 which included a request from the Juan de Fuca Skating Club to request permission to host the Vancouver Island Region Championships in 2008.

The report noted that notice should be given well far in advance so that the Minor Hockey is not greatly inconvenienced. The Facility User Groups have been working with the users to ensure that the groups work cooperatively to trade of ice time at respective arenas and that users would be notified and ice time rescheduled.

Facilities Coordinator to contact the Juan de Fuca Skating Club to ensure that they conform to all Food and Beverage policies that pertain to this competition and re-adjust any ice users that will be affected by this event.

MOVED/SECONDED by Directors Bjola and Young that Juan de Fuca Skating Club be granted permission to host the Vancouver Island Region Championship at the Bear Mountain Arena in 2008.  
CARRIED.

### b) Positive Ticket Program with West Shore RCMP & Coast Capital Savings

The Community Development Coordinator presented a report dated June 5, 2007 which included a partnership request from the West Shore RCMP, Coast Capital Savings to initiate a Positive Ticket Program for the West Shore. The focus of this program is to build a relationship between the West Shore RCMP and young drivers on the West Shore.

Officers will issue tickets to drivers with "N" or "L" signs displayed on their cars when they are "caught" doing something right. The goal of program is to reinforce responsible driving and social responsibility. They have request 1000 tickets to be handed out by 43 officers (approx. 24 tickets/officer) within the West Shore to distribute during their shifts.

The request is for 1000 Tickets/Drop In admissions valued at \$4000. Based on other existing programs it is projected that 300 tickets will be redeemed annually for a value of \$1200.

MOVED/SECONDED by Directors Twa and Young that the request to participate in the Positive Ticket Program in partnership with the West Shore RCMP and Coast Capital Savings be approved  
CARRIED.

**c) Paul Valentine Memorial Basketball Tournament**

The Community Development Coordinator requested that this item be deferred to the July board meeting

MOVED/SECONDED by Directors Seaton and Saunders that the request to defer this item to the July Board meeting be approved.  
CARRIED.

**d) Victoria Inter-Municipal Recreation Committee**

Manager, Community Recreation and Development presented a report dated June 5, 2007 stating that at the Victoria Inter-Municipal Recreation Managers Committee was presented with the "PERC Award for Innovation and Ingenuity" by the CBCRPA at this year's Symposium. The award is a testament of the unique relationship the Victoria recreation departments maintain by cooperation and partnership.. It is model for the province for large facilities.

MOVED/SECONDED by Directors Saunders and Aubrey that the report be received for information.  
CARRIED.

**e) Human Resources Revised Staff Training Policy.**

The Manager, Human Resources presented a report dated May 29, 2007 pertaining to an updated policy that will include additional recertification costs and career advancement/cross training opportunities as it is becoming more difficult to recruit and retain staff.

Each department will be required to review and revise their own training budget for 2008 based upon their operational needs.

MOVED/SECONDED by Directors Bjola and Aubrey that the report be accepted for information and that the Manager, Human Resources report back to the board with quarterly updates.  
CARRIED.

**f) West Shore Regional Multi-Sport Complex**

The Administrator brought forward a report on the West shore Regional Multi-Sport Complex and as it was received on Monday prior to the meeting and have not had an opportunity to review it in detail or prepare a report.

The report requires clarification on a number of important issues, including;

1. Financial Model
2. Governance Model
3. Proposal for further studies estimated to cost \$50-75,000
4. Lack of a model or costing for the operation of the multi-purpose facility
5. Review of any needs analysis that has been done and/or comparisons with similar stadiums projects in markets similar to Victoria.
6. Absence of letters of support from JDF Soccer.

MOVED/SECONDED by Directors Bjola and Aubrey that the report be referred to the Facilities User Committee for consideration.  
CARRIED.

## FOR INFORMATION

**8. a) Signage – Redesign of Read-a-graph Sign on Island Highway Update**

The Administrator presented a report from the Manager, Operations dated June 4, 2007 which included two different options with either single or full colour LED displays for approval to send the design to the City of Colwood with an application for a permit to allow the sign. There is \$65,000 in the budget for this project. As the WSPRS is working on a new logo for the facility it would be added to the sign at a later date (cost not included)

Discussion ensued regarding concerns that there is no policy in place as yet at WSPRS of the # of signs on premises and the possibility of having a combined sign with the Grizzlies.

MOVED/SECONDED BY Directors Ross and Hamilton that a Signage Committee be struck and information be brought forward to the September Board Meeting. The members of the committee are: Director Twa, Bjola, Aubrey, Hamilton and Young.

**b) Human Resources – Staffing Report**

The Manager, Human Resources, presented the staffing report for the period of May 1 – June 4, 2007. She indicated that the Facility Maintenance Worker positions should be filled by early next week and can be removed from the list.

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

**c) New Parking Lot Entranceway**

The Administrator presented a verbal report and brought plans for the new entranceway next to the Library. The new entranceway will allow for 2 lanes to alleviate any traffic congestion. The existing driveway would be blocked off and sidewalks put in.

The design was reviewed and approved by the City of Colwood. The cost is well within the allotted amount for the 2007 budget.

MOVED/SECONDED by Directors Young and Saunders to proceed with the relocation of the main entrance to the recreation centre.

**IN CAMERA**

**9. a) Staffing Issue**

MOVED/SECONDED by Directors Bjola and Seaton that at 8:20 p.m. the Board entered into an In Camera Session and Rose Without Reporting at 8:35 p.m.

**ADJOURNMENT**

The meeting adjourned at 8:35 pm.