



*Adopted - April 12, 2007*

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

***BOARD OF DIRECTORS***  
held March 8, 2007  
in the Gllangcolme Room

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**PRESENT:** Directors Ute Schnarr, Kyara Kahakauwila, Denise Blackwell, Michael Ross, Lanny Seaton, Dave Saunders, Geri Anderson, John Ranns, Terry Young, Les Bjola and Jody Twa

**ABSENT:** Directors Mark Cardinal, (Chair), Arnie Hamilton and Winnie Sifert

**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  
Rick Hanak, Facilities Coordinator  
Lore Cumberbatch, Administrative Secretary

**CALL TO ORDER**

1. In the absence of the Chair, Dave Saunders, Vice-Chair called the meeting to order at 7:06 pm.

**APPROVAL OF AGENDA**

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

CARRIED.

**APPROVAL OF MINUTES**

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

CARRIED.

## CHAIR'S REMARKS

4. The Vice Chair brought forward information regarding the removal of trees by the BMX Track (approximately 50 trees). Many of the trees are a safety hazard and are either dead or rotten. The work is being completed by D. Mitchell pro bono. Alpine has donated the chipping and the trucking of the wood debris.

## PUBLIC PARTICIPATION

5. None.

## OLD BUSINESS

### 6. a) Update on Facility Users Committee

Facilities Coordinator along with Director Saunders indicated that letters and agendas have been sent out by the Community Sport Coordinator to the Ice and Non-Ice Users to advise of meetings (March 21<sup>st</sup> and March 28<sup>th</sup>) to ask for user input on ice and non-ice allocation.

MOVED/SECONDED by Directors Bjola and Anderson that the Facility Users Committee to report back to the Board with the results of the meetings at the April Board Meeting  
CARRIED.

## NEW BUSINESS

### 7. a) Junior B Hockey Club Re-Application

The Facilities Coordinator reported that the Sooke Stingers Junior B Hockey Club has inquired about relocating to the Juan de Fuca Arena for the 2007/08 season and approached staff to secure assurances in ice time and community support (Jdf Minor Hockey Association).

The Board agreed that Junior B is a natural fit for this community, as it is a progression after Midget Hockey in the Minor System. This would allow resident 16-20 year olds an opportunity to stay involved at a competitive level. The only possibility of creating six hours of ice time between the two rinks would be if we decided not to renew Sunday Night Hockey – a long time recreational program which is primarily made up of non-community adult participants

RECOMMENDATION that the Sooke Stingers Junior B Hockey Club be advised that the Board is not prepared to take any further action until the Stingers provide a letter of approval from the JDF Minor Hockey Association and the BC Amateur Hockey Association.

MOVED/SECONDED by Directors Ranns & Bjola.  
CARRIED.

**b) DND – Encroachment Agreement**

The Administrator presented a report that we presently have two (2) encroachment agreements with DND which are expiring with a third encroachment at the lacrosse box which needed to be addressed when the agreements were renewed. The annual fee is \$218.26 plus a one-time administrative of \$1,000.

MOVED/SECONDED by Directors Blackwell and Young that the report be received and the Encroachment agreement be approved.

**c) DND - Managed Area Agreement**

The Administrator presented a report on the Managed Area Agreement with the Department of National Defence which is required as the construction of the BMX Track and seating encroached into DND Property. To accommodate this encroachment and to allow for the possibility of future parking needs, the application was made for the entire Managed Area (about 15 hectares). DND approved a managed area covering 2.88 ha to allow for the BMX track area and additional parking to the east of the lacrosse box and is still considering the rest of the application.

The cost of the agreement is \$6,286.42 annually (to 2011) with a one-time administrative fee of \$1,000.

Discussion ensued regarding the full impact study, drainage and the relocation of the Trail by the BMX Track.

MOVED/SECONDED by Directors Kahakauwila and Schnarr the Managed Area Agreement with the Department of National Defence (Managed Area Agreement) to accommodate the new BMX Track and other uses be approved.  
CARRIED.

**d) Playing Fields Analysis – Implementation Strategy**

The Administrator brought forward a letter dated February 9<sup>th</sup> from the City of Langford request that an Implementation Strategy be developed as the next step in the Playing Fields Analysis.

The analysis outlined a “Hub and Satellite” concept model and recommended that the satellites and the uses would be identified in an implementation strategy. IN accordance with the concept model we would firstly discuss, with the School District, the possibility of using strategically located School sites as possible satellites.

Staff has discussed the process and felt that they can do the study in house with the assistance of a graduate student from RRU or Uvic taking approximately three (3) months to complete at a cost of up to \$6,000. With the new development of the new High School in Royal Bay and the Development of Hulls Field the implementation strategy would provide valuable information to the to municipalities and could be used in conjunction within the development plans.

Discussion ensued regarding the Implementation Strategy and other lease type agreements in the area (e.g. Royal Roads)

MOVED/SECONDED by Directors Anderson and Seaton that the Board approve the development of an Implementation Strategy for the “Hub and Satellite” concept as recommended in the Playing Fields Analysis and up to \$6,000 be allocated to develop the strategy.

CARRIED.

**e) Royal Bay School Site – Cooperative Approach to Playing Field Development**

The Administrator brought forward information that the School District has purchase a site for a new High School in Royal Bay and is applying for the planning and capital funds to construct the school and that the City of Colwood owns lands adjacent to the school site which could be developed as additional playing fields. Initial discussions with School District and Colwood City staff indicates that there is a possibility of constructing three (3) new fields with the school but this would require the creation of partnership to build and maintain the fields.

At this time the School District is not requesting any financial commitment only support towards a collaborative approach.

MOVED/SECONDED by Directors Ranns, Kahakauwila and Schnarr that the Board forward a letter of support in principle to the Ministry to Education and the School District indicating that the Board support the development of partnerships and agrees to explore working with the District and the City of Colwood towards the creation of sports fields and related amenities on the new school site in Royal Bay.

CARRIED.

## FOR INFORMATION

### **8. a) Human Resources – Staffing Report**

The Manager, Human Resources, presented the staffing report for the period of February 1 to February 28, 2007.

Discussion ensued as to how auxiliary positions could be more attractive to prospective employees. (i.e. combining auxiliary positions or where we look to post positions, paying for employees to get their certification in a specified area)

Manager of Human Resources was asked to come up with some creative solutions to this issue.

MOVED/SECONDED by Directors Kahakauwila and Blackwell that the report from the Manager, Human Resources be received for information.

CARRIED.

### **b) Follow up to Juan de Fuca Recreation Facility Deficiencies – Remote Control Issue**

Manager, Operations indicated that several universal remotes and 2 more DVD players have been purchased with a deposit system established to ensure the return of the universal remotes.

MOVED/SECONDED by Directors Seaton and Bjola that the verbal report submitted by the Manager, Operations addressing the remote control issues be received for information.

CARRIED

### **c) Triangle Athletic Association Proposal - *Expansion of Diamond #3 Fence Line***

Manager of Operations indicated that he met with the Community Sport Coordinator and A. Becky, President of the Triangle Athletic Association to discuss the expansion proposal costs with the higher cost projections.

Triangle Athletic has indicated that they would prefer that this project now be pushed back from spring to the fall of 2007 and are working on a report to be brought forward to the April Board Meeting.

MOVED/SECONDED by Directors Twa and Sanders that the verbal report presented by the Manager, Operations addressing the Triangle Athletic Association Proposal be received for information.

CARRIED.

**d) Signage Committee:**

Manager of Operations presented a verbal update on the progress of the logo and the work updating the main entrance sign. Ivy was removed from both sides of the sign exposing the river rock which is in great shape but the other side is quite deteriorated.

He presented a sample proposal to the Board from Houston Signs. The sample included matching the river rock on the outside with cedar cross beams. The main change would be a large LED computerised screen. He is working with the City of Colwood in getting a variance pertaining to the size of the screen.

Discussion ensued as to whether the driveway be re-aligned before the sign is put in place.

MOVED/SECONDED by Directors Blackwell and Bjola that the verbal report from the Manager of Operations be received for information.

CARRIED.

The meeting adjourned at 8:23 pm.