



Adopted - June 14, 2007

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

BOARD OF DIRECTORS
held May 10, 2007
in the Gllangcolme Room

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

ABSENT: Denise Blackwell, John Ranns, Les Bjola

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. Two late items were added to the agenda, they are as follows:
 - 1) 2008 Budget Preparation and
 - 2) Membership Notification from Metchosin

MOVED/SECONDED by Directors Seaton and Young that the Agenda and the Supplementary Agenda be approved with the addition of the 2008 Budget Preparation and Membership Notification from Metchosin.
CARRIED.

APPROVAL OF MINUTES

3. MOVED/SECONDED by Directors Saunders and Sifert that the minutes of the regular meeting held April 12, 2007 be adopted as circulated.
CARRIED.

CHAIR'S REMARKS

4. None.

PUBLIC PARTICIPATION

5. None.

REPORT FROM THE FINANCE COMMITTEE

6. The Administrator brought forward the following recommendations from the Finance Committee for approval.

a) (Part 1) - Approval of Equipment Replacement – Report from the Parks Maintenance Supervisor dated April 19, 2007 - Tycrop Propass Topdresser and GreensGroomer Top Dressing Brush

That the purchase of a 2007 Tycrop Propass Topdresser and GreensGroomer Top Dressing Brush in the amount of \$19, 400 be approved.

MOVED/SECONDED by Directors Young and Sifert.

CARRIED.

a) (Part 2) – Approval of Equipment Replacement – Report from the Parks Maintenance Supervisor dated April 19, 2007 - Cat Skidsteer

That the purchase of a 2007 Cat Skidsteer in the amount of \$28,705 be approved.

MOVED/SECONDED by Directors Schnarr & Hamilton.

CARRIED.

b) Proposed Fees & Charges for 2007/08 – Report from the Manager, Community Recreation and Development dated April 18, 2007

That the proposed Fees and Charges for the upcoming 2007/08 year be increased at a rate of 2.5% with the exception of the following items:

- 5% increase in 1-month pass (increase from \$45.00 to \$47.25)
- \$1 increase to annual pass rate from \$339 to \$340
- 5% increase for Curling Rates
- Permits will increase from \$8 to \$10

MOVED/SECONDED by Directors Seaton and Anderson

CARRIED.

OLD BUSINESS

7. None.

NEW BUSINESS

8. a) **Canadian Cancer Society Cop's for Cancer Event**

The Administrator presented a report from the Facilities Coordinator dated May 2, 2007 which included a request from the Canadian Cancer Society to hold their 10th Anniversary Cops for Cancer Tour de Rock Finale Celebration at the Bear Mountain Arena on October 6, 2007.

The report noted that notice should be given in advance so that the Grizzlies and/or other hockey users would be notified and ice time rescheduled. It was noted that it takes approximately 1 ½ hours to lay the floor on the arena so ice time schedules may be moved to accommodate time in the morning prior to the event depending on the needs of the Canadian Cancer Society. Facilities Coordinator to contact the Canadian Cancer Society to find out their set up requirements and re-adjust any ice users that will be affected by this event.

MOVED/SECONDED by Directors Saunders and Young that the rental costs be waived for the Cops for Cancer Tour de Rock Finale Celebration on October 6, 2007.

CARRIED.

b) **BC Transit Relocation of 2 Zone Fare to Western Exchange**

Director Anderson spoke on the issue that the Town of View Royal will be approaching BC Transit to ask them to relocate the boundary for the 2 Zone fare from Parson's Bridge to Western Exchange or possibly get rid of the fare zone altogether. They are requesting a letter of support from WSPRS.

Director Twa noted that he will ask this item to be brought forth on the City of Colwood agenda as well.

MOVED/SECONDED by Directors Twa and Saunders that WSPRS write a letter to the Town of View Royal in support of removing the BC Transit 2 Zone Boundary and if this is not acceptable, at least, moving the 2 Zone Boundary to the Western Exchange.

CARRIED.

c) Sidewalk and Bicycle Lanes on the East Side of Highway 17

Director Anderson brought forward information that the Town of View Royal is working with the City of Colwood on looking at installing bike lanes and sidewalks on the east side of Highway 17 past JdF. This would encroach on JdF property but enquiring if this project could be incorporated with the entranceway.

MOVED/SECONDED by Directors Seaton, Saunders and Manhas that the request for WSPRS to work with the Town of View Royal and City of Colwood to work out a plan to include the bike lanes and sidewalks along JdF property be approved.
CARRIED.

d) John Stubbs School Playing Field

The Administrator brought forward a report dated May 2, 2007 on John Stubbs School Playing Field recommending against contributing funds to upgrade the field but that the proposed field will be included in the analysis of potential field nodal clusters and potential user groups.

The School Board doesn't own the land that the school is presently located on. The School Board is in a 50 year lease with DND.

MOVED/SECONDED by Directors Twa and Saunders that WSPRS staff together with Colwood staff discuss with the School Board the possibility of being included on the lease with DND to see if there is a possibility to work together to construct 2 fields with lights at John Stubbs School and report back at the June Board meeting.
CARRIED.

e) 2007 UCI BMX World Championships

The Administrator presented a report dated May 7, 2007 on the 2007 UCI BMX World Championship noting that with the event approaching there are a number of items that are directly related to the event and others that relate to having the legacy of a world class track at Juan de Fuca that need to be addressed

David Richardson, Chair and Marischal De Armond, Conference and Event Specialist of the Victoria BMX 2007 World Championships Society spoke to the Board requesting the following from WSPRS as they have not received funding that they had anticipated:

Funding:

- A direct cash contribution to the event

Contributions in Kind:

- Waiving facility rental costs in whole or in part
- Undertaking the demolition and removal of the old Safety Village buildings
- Foregoing concession rights fees

The Administrator brought forward three recommendations:

1. That the Victoria BMX 2007 World Championship Society be advised that the West Shore Parks and Recreation Society is already making substantial In-Kind contributions to the World Championships in the form of the site and site services and is therefore not prepared to make a further financial contribution.

MOVED/SECONDED by Directors Young and Saunders that Item #1 be deferred to the June 2007 Board Meeting to review the cost of In Kind Services.

CARRIED.

2. That the New BMX Track facility be provided at no cost for the BMX International Test Event May 26th and 27th.

MOVED/SECONDED by Directors Manhas and Saunders.

CARRIED.

3. That the Letter of Understanding with the local BMX Associations be brought back to the next Board meeting after receipt of comments from the Associations.

MOVED/SECONDED by Directors Schnarr and Ross.

CARRIED.

f) 2008 Budget Preparation re: % increase for 2008 Budget

Manager of Financial Services indicated that Staff requires an indication from the Board as to the percent increase of the 2007 budget in order to begin preparation of the 2008 budget.

The Board recommended a 2.5% increase for budget preparation in 2008.

MOVED/SECONDED by Directors Kahakauwila and Anderson

CARRIED.

g) (Part 1) Membership Notification from Metchosin

Director Kahakauwila brought forward information for the Board that Metchosin has rescinded the appointment of John Ranns on the Board and has appointed Ron Aubrey.

Metchosin will be sending a letter confirming term appointment.
MOVED/SECONDED Directors Saunders and Young.
CARRIED.

g) (Part 2) Membership Notification from Metchosin and the GVLRA

That Director Kahakauwila be appointed as the Board representative on the GVLRA to replace Director Ranns.

Metchosin will be sending a letter confirming this appointment
MOVED/SECONDED Directors Seaton and Anderson.

FOR INFORMATION

8. a) Human Resources – Staffing Report

The Manager, Human Resources, presented the staffing report for the period of April 3 to May 1, 2007. She indicated that the Volleyball Attendant position has now been filled and can be removed from the list.

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

The meeting adjourned at 8:15 pm.