



**Adopted - December 13, 2007**

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

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

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**PRESENT:** Dave Saunders (Vice-Chair), Les Bjola, Arnie Hamilton, Ute Schnarr, Kyara Kahakauwila, Michael Ross, Geri Anderson, Ron Aubrey, Denise Blackwell, Jody Twa, Winnie Sifert, Garry Manhas

**ABSENT:** Directors Mark Cardinal (Chair), Lanny Seaton, Terry Young,

**STAFF PRESENT:**

Mark Johnston, Administrator  
Debbie Hansen, Manager of Human Resources  
Janet Barclay, Manager of Community Recreation & Development  
Wade Davies, Manager of Operations  
Mary Turner, Manager of Finance & Administration  
Karen Frost, Community Sport Coordinator  
Lore Cumberbatch, Administrative Secretary

**CALL TO ORDER**

1. In the absence of the Chair, the Vice-Chair, Director Saunders called the meeting to order at 7:02 pm.

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** by Directors Kahakauwila and Schnarr that the Agenda be approved with the following changes:
  - addition of the JDF 55 + Senior's Association Presentation – Proposed New Annex as item 7c under New Business and;
  - moving the Report from the Finance Committee as 7d.

**CARRIED.**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** by Directors Bjola and Schnarr that the minutes of the regular meeting held October 11, 2007 be adopted as circulated.

**CARRIED.**

**CHAIR'S REMARKS**

4. Director Saunders noted that the Chair, Mark Cardinal is on holidays returning November 12<sup>th</sup>.

## PUBLIC PARTICIPATION

### 5. N/A

## OLD BUSINESS

### 6. a) Signage – Redesign of Read-a-graph

Director Bjola reported that the Sign Committee has had two (2) meetings and have proposed the following options:

1. At present the new sign at the entrance of JdF (driftwood sign) was quoted at a cost of approximately \$55,000. Houston Signs noted that we could get a larger, full colour screen to include advertising at a cost of approximately \$83,000 (Galaxy Pro).
2. Bear Mountain Advertising Sign could cost upwards of \$100,000 depending on the size of the sign. The cost of power to the sign and cost of a transponder to the sign as there is no line of site to the area proposed is not included in the above cost.

The Committee has proposed to split the 2 sign options and proceed with the Galaxy Pro for the JdF Entrance Sign. The Committee will re-convene and put together this option to put forward a recommendation at the December Board meeting.

MOVED/SECONDED by Directors Schnarr and Aubrey that this report be received for information and this item be deferred to the December Board meeting.  
CARRIED.

## NEW BUSINESS

### 7. a) Greater Victoria BMX Association Presentation

Members on hand (Cindy Nikolic, Marie Davidson, Roko Nikolic and Kevin Banner) made a presentation to the Board noting the following:

- have a large demographic of children (over 120 participants)
- maintained a safety track (grassroots program) for over 23 years
- under the ABA sanctioning agreement (US Program) they must have sole use of the track

### c) West Shore BMX Association Presentation

- just starting out (6-12 participants) - programs are similar to ABA
- don't expect exclusivity of the track – would like to share and look at options
- If members want to race in BC Summer Games/Olympics they have to go through the Canadian Cycling Association. They'd like a chance to work together and get into the system.

MOVED/SECONDED by Directors Kahahauwila and Bjola that both BMX groups provide the Board with more information if they wish and that this issued be tabled for the December Board meeting.  
CARRIED.

**d) JdF Senior's Association Presentation – Proposed New Annex**

Jeff Hadley and Carole Tinkham presented a formal request on behalf of the 55 + Senior's Centre to build an Annex south of the present structure.

He noted that the centre is extremely important one for the health and well-being of the senior members of our communities.

He noted the addition would allow the centre to take up to 400 new members, with additional programmes to suit. Fundraising has proceeded; and in the past four years have raised approx. \$295,000 for the Building Fund and estimates that by September 2008 will have in excess of \$350,000 in the fund.

Unfortunately, with building costs increasing the association is seeking assistance in funding the new construction. An application for funding has been made to the BC Gaming Policy and Enforcement Branch

Drawings were presented initial drawings along with an estimate for the building completion. (Approx. \$910,000) of which the first phase, would provide a hall (60' x 40", washrooms and other ancillary rooms is estimated to cost \$568,700. It is believed that an application to the BC Gaming Branch for a \$100,000 grant towards the first phase of the proposed annex would be strongly considered. If such a grant is made, the Association will be able to make further requests for similar amounts in each of the two following years. If the Association received the requested grant from the Gaming Branch, it would still be short approximately \$120,000 of the amount for Phase 1 and request assistance in achieving its goal in building the new annex.

The second request is to ask that each municipality write a letter of support for the Association's application

MOVED/SECONDED by Directors Bjola and Sifert that the Board put the \$120,000 in the 2009 Capital Budget as an allocation to the expansion of the seniors facility.

MOVED/SECONDED BY Directors Hamilton and Manhas that the Board ask the municipalities to send letters of support for the Association's application for funding to the Gaming Branch.

**e) Report from the Finance Committee**

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

**Item e – (Part 1)**

**Approval of Equipment Replacement - 2007 Toro Groundsmaster 4500-D**

That the 1980 Ford Tractor with cutting unit to be replaced with a 2007 Toro Groundsmaster 4500-D Dressing Brush. The cost of the new equipment was quoted at a price of \$71,755 including taxes and the \$4,500 trade-in. It was noted that the replacement costs for this item is included in the 2007 budget.

MOVED/SECONDED by Directors Schnarr and Kahauwila that the request for the purchase of a 2007 Toro Groundsmaster 4500-D at a cost of \$71,755 be approved.  
CARRIED.

**Item e – (Part 2) - Investment Policy - Report from the Manager, Finance dated October 9, 2007**

The Manager, Finance presented a report on October 9, 2007 outlining a new investment policy as requested by Auditors (KPMG)

MOVED/SECONDED by Directors Sifert and Anderson that the policy as outlined in the report from the Manager of Finance dated October 9, 2007 to the Finance Committee be approved by the Board.  
CARRIED.

**Item e – (Part 3) - Re-investment into Infrastructure from the Manager, Finance dated October 9, 2007**

The Administrator brought forward the following for discussion:

1. We are not re-investing enough money in maintaining our existing infrastructure.
2. The life cycle costing estimate prepared by the Facilities Manager (attached) indicates that up to \$1.5m is required annually to fully maintain the facilities.
3. In 2008 it is proposed that only \$364,000 go to Capital/Maintenance.
4. Money is not being put into Reserves to pay for major upgrades (re: new turf in Velodrome) or new facilities (i.e. Fitness Facility Upgrade).

The following options be put forward to improve the above situation:

1. That the 194,000 in the Operating Budget that is used to subsidize the Bear Mountain Arena debt be put into a Capital Reserve Fund or a Maintenance Fund. This would have a one (1) time impact on Langford, Highlands and Colwood.
2. Each year surplus from the previous year is taken as revenue and this is a problem. A fixed surplus should be established; this would then be a known amount and anything over would be put in Capital Reserve or a Maintenance Fund. This would impact all member municipalities.
3. Changes be made this year and shared over two (2) years

A meeting was held with Finance Directors from the member municipalities to discuss the WSPRS 2008 Budget and the options of dealing with capital projects and the need to increase the Infrastructure Maintenance Budget.

MOVED/CARRIED by Directors Twa and Blackwell that it was agreed that the options would be further reviewed for inclusion in the 2009 Budget

**Item e – (Part 4) - 2008 Draft Budget from the Manager, Finance dated October 9, 2007**

Although the expenditure budget increase is 4.8% instead of the proposed 2.5%, the requisition increase would be 5.85%. The budget has increased above the 2.5% proposed due to the 3% increase in wages plus additional benefit increases as well as a substantial increase in utility costs.

After discussion, it was put forward that a report be made to show how we can improve costs and where we could improve or changes fees.

MOVED/SECONDED by Directors Kahakauwila and Aubrey that the staff revise the budget to include a 4% increase in expenditures and report back to the Board at the December meeting.

**FOR INFORMATION**

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

The Manager, Human Resources, presented the staffing report for the period of October 4 – October 31, 2007.

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

**IN CAMERA**

- 9.** MOVED/SECONDED by Directors Blackwell and Manhas that at 8:35 p.m. the Board entered into an In Camera Session and Rise Without Reporting at 8:55 p.m.

**ADJOURNMENT**

- 10.** The meeting adjourned at 8:55pm.