

***Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
held Thursday, December 3, 2009 in the Fieldhouse***

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**PRESENT:** Arnie Hamilton, Lanny Seaton, Les Bjola (Chair), Jo Mitchell, Ken Williams, Shaun Wysiecki (Secretary-Treasurer), Mike Hicks, Roger Wade, Dave Saunders (Vice-Chair), Michael Ross

**ABSENT:** Andrew Britton, Matt Sahlstrom, Ron Aubrey, Terry Young, Garry Manhas

**STAFF PRESENT:**

Linda Barnes, Administrator  
Wade Davies, Manager of Operations  
Debbie Hansen, Manager, Human Resources  
Cameron Reid, Manager of Finance & Administration  
Lore Cumberbatch, Administrative Secretary  
Kristy MacKinnon, Acting Manager of Recreation

**CALL TO ORDER**

1. The Chair asked the Board that the In Camera Agenda be attended to prior to the regular meeting and In Camera meeting to order at 7:00 pm. The Board returned to the regular meeting at 7:10 pm.

**APPROVAL OF AGENDA**

2. MOVED/SECONDED by Directors Wade and Wysiecki that the agenda be approved as circulated. CARRIED.

**APPROVAL OF MINUTES**

3. MOVED/SECONDED by Directors Seaton and Wysiecki that the minutes of the regular meeting held November 5, 2009 be adopted as circulated. CARRIED.

**CHAIR'S REMARKS**

The Chair noted that Kristy MacKinnon will be Acting Manager of Recreation through Christmas until the arrival of the new Manager of Recreation, Cindy O'Regan starts on January 5, 2010. Cameron Reid, Manager of Finance will be Acting Administrator and Manager of Operations while Linda Barnes and Wade Davies are away on vacation from December 4 – 21<sup>st</sup>.

The Chair thanked Debbie for her years of service at West Shore Parks and Recreation and presented her with a gift from the Board. Debbie Hansen has taken a position with the Airport Authority and WSPRS wishes her well in her new position.

The Chair indicated that we know of several Board members that will not be returning in 2010, Mr. Garry Manhas and Mr. Ron Aubrey. He thanked both members for all of their assistance in past years and appreciates all of the hard work done.

The Chair thanked all for their participation and look forward to making steps forward for recreation in the coming years.

#### **PUBLIC PARTICIPATION**

5. N/A

#### **NEW BUSINESS**

6. N/A

#### **OLD BUSINESS**

7. N/A

#### **FOR INFORMATION**

##### **8. a) Administrator's Report**

The Administrator presented a report dated December 1, 2009 and noted that it has been a busy month at West Shore Parks and Recreation, as programs are in full swing, and staff are also preparing programs for the next Activity Guide, with registration beginning December 9<sup>th</sup>. There is lots to get ready for in the upcoming busy holiday season, including many banquets and parties that Food Services is concentrating on, holiday camp programs and special family events.

She noted that there is a new paint job outside on the Juan de Fuca Arena and Curling building, which has elicited many positive comments from the community. We are continuing to update the look of the outside of the "old" arena, and will be replacing the signage, awning and trim.

Over the next few months you will also notice an updating of directional signs on the property. This will address a large customer service concern from the public, who often have difficulty finding buildings and facilities with our current sign systems. As well, it will standardize the look of the signage to coordinate all signage with our branding. A staff committee has been working together to design the new signage system and we are looking forward to the results.

On a staffing note, we are pleased to announce the hiring of Cindy O'Regan as the new Manager of Recreation replacing Janet Barclay. Cindy comes to us from the City of Victoria where she has 17 years experience in recreation facility and program management and community development initiatives. We are delighted that Cindy has chosen West Shore as the next stop in her career, and she will begin January 5<sup>th</sup> 2010.

On a maintenance note, a major malfunction of the main pool pump resulted in a recent afternoon shutdown of the pool while the pump was replaced. Unfortunately, it had been scheduled to be replaced during our upcoming pool shutdown, but malfunctioned prior to this. Re-lamping of all the outdoor lighting has also been a priority as the dark days of November have shown up some dark corners.

Staff are to be commended for the exceptional customer service displayed in the preparation and hosting of over 2,000 people for the funeral of Debbie Cooper. The Cooper family has expressed their sincere thanks to West Shore Parks and Recreation for the use of the facility and the extra kindness extended to them in the preparations for the funeral.

We are excited to be preparing to host a number of significant tournaments over the next few months. We will be hosting Pacific Cup in January, the Woman's Ringette Provincials in February, the Midget B Provincials in March and the Western Shield Canadian Senior A Woman's hockey tournament.

On a final note, the JdF 55+ Activity Centre project will be breaking ground shortly. Director Terry Young will be working to oversee Construction with the Manager of Operations to oversee and guide WSPR through the construction process. The contract went to Campbell Construction.

MOVED/SECONDED by Directors Seaton and Wade that the Administrator's Report be received for information.  
CARRIED.

**b) Human Resources Staffing Report**

The Manager, Human Resources presented a report dated November 23, 2009 for the period of October 27 – November 23, 2009.

The Manager of Human Resources noted that her replacement Mr. Brian Merryweather will be training next week and officially starting on December 21, 2009.

MOVED/SECONDED by Directors Wade and Seaton that the Human Resources Staffing Report be received for information.  
CARRIED.

**IN CAMERA**

9.

MOVED/SECONDED by Directors Wade and Wysiecki that at 7:00 pm. the Board enter into an In Camera Session.  
CARRIED.

The Board rose without reporting from its In Camera session at 7:10 p.m. and continued on with the regular Board meeting.  
CARRIED.

**ADJOURNMENT**

10. MOVED/SECONDED by Wysiecki and Wade that the meeting adjourned at 7:25 pm.