



**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
held Thursday, January 21, 2010 in the Fieldhouse**

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

ABSENT: Matt Sahlstrom, David Screech

STAFF PRESENT:

Linda Barnes, Administrator
Wade Davies, Manager of Operations
Brian Merryweather, Human Resources Advisor
Cameron Reid, Manager of Finance & Administration
Lore Cumberbatch, Administrative Secretary
Cindy O'Regan, Manager of Recreation

CALL TO ORDER

1. The Chair, Les Bjola asked that the meeting be started a few minutes late as Director Wysiecki was getting information for the In Camera Meeting.

The Chair took this time to introduce and welcome two new staff members, Cindy O'Regan who has taken up the position as the Manager of Recreation and Brian Merryweather who has taken up the position as Human Resources Advisor.

The Meeting was called to order at 7:07 pm.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** by Directors Young and Wysiecki that the agenda and the supplemental agenda be approved with the following changes:

Move - 7c – Appointment by Chair of Personnel Committee under New Business be moved to the In Camera Agenda

Add – 7g – Past Board Members under New Business.

CARRIED.

APPROVAL OF MINUTES

3. **MOVED/SECONDED** by Directors Williams and Britton that the minutes of the regular meeting held December 3, 2009 be adopted as circulated
CARRIED.

ELECTION OF OFFICERS

4. a) Chair

The Administrator called for nominations for Chair.

Director Andrew Britton nominated (seconded by Director Dave Saunders) Director Les Bjola. Director Jo Mitchell nominated (seconded by Director Moralea Milne) Ken Williams. Director Ken Williams declined the nomination.

The Administrator called three times for further nominations, and hearing none, Director Bjola was declared Chair by acclamation.

CARRIED.

d) Vice-Chair

The Administrator called for nominations for Vice-Chair.

Director Moralea Milne nominated (seconded by Director Jo Mitchell) Director Ken Williams. Director Les Bjola nominated (seconded by Director Terry Young) Director Dave Saunders

The Administrator called three times for further nominations, and hearing none ballots were cast and collected. Director Dave Saunders elected Vice-Chair.

CARRIED.

d) Secretary/Treasurer

The Administrator called for nominations for Secretary-Treasurer.

Director Dave Saunders nominated (seconded by Director Terry Young)

Director Shaun Wysiecki. The Chair called three times for further nominations, and hearing none, Director Shaun Wysiecki was declared Secretary/Treasurer by acclamation.

CARRIED.

Director Bjola assumed the Chair at this time.

COMMITTEE APPOINTMENTS

d) i) Finance Committee

The Chair called for four (4) volunteers to sit on the Finance Committee with the Finance Chair of the Committee, Director Shaun Wysiecki.

Arnie Hamilton, Moralea Milne, Ken Williams, Terry Young and David Screech were nominated and/or volunteered.

The Chair called three times for further nominations, and hearing none ballots were cast and collected. Moved/Seconded by Directors Andrew Britton and Dave Saunders that David Screech as Vice-Chair of the Finance Committee. The members on the Finance Committee are as follows:

- Director Shaun Wysiecki (Chair)
- Director David Screech (Vice-Chair)
- Director Ken Williams
- Director Terry Young
- Director Arnie Hamilton

CARRIED.

d) ii) Facility Users Committee

Director Dave Saunders nominated (seconded by Director Terry Young) Director Roger Wade

The Chair called three times for further nominations, and hearing none ballots were cast and collected. Director Dave Saunders elected Chair of the Facility Users Committee.

Director Wade will call for volunteers to sit on this committee for Vice-Chair and committee members to sit on the Facility Users Committee
CARRIED.

d) iii) Greater Victoria Labour Relations Association (GVLRA) Representative

The Chair called for nominations for GVLRA Representative.

Director Dave Saunders nominated (seconded by Director Terry Young) Director Andrew Britton.

Director Les Bjola nominated (seconded by Director Lanny Seaton) Director Arnie Hamilton
Director Arnie Hamilton declined the nomination.

The Chair called three times for further nominations and hearing none, Director Andrew Britton was declared GVLRA Representative by acclamation
CARRIED.

CHAIR'S REMARKS

5. The Chair noted that this is an exciting time for West Shore Parks and Recreation and indicated that there is some animosity between member municipalities and we need to work through this and do what is best for the facilities.

Last year WSPR embarked on a Strategic Plan and hope to finish this process in 2010. WSPRS has tried and for the past seven years to complete a strategic plan and have been unsuccessful. This is a lofty goal for us but are well underway with a Maintenance Lifecycle Matrix complete.

The 2010 Budget has been split between operational and capital.

Look forward to an exciting year towards making this facility grow.

PUBLIC PARTICIPATION

6. N/A

NEW BUSINESS

7. a) **Presentation from Canadian Forces Soccer Nationals**

Harry Kuiack, Bob Saunders and Staff from CFB Esquimalt (Dave Molinari, Penny Blanchard and Jennifer Almeida) were on hand to request that the Canadian Forces Soccer Nationals be hosted here at WSPRS in September 2010. Requesting dates of 18-24 but are flexibility to change to September 11 – 17.

Dave Molinari noted that the Motto for the event is All about Friendship through Sport. Noted that they anticipate of 200+ Canadian Forces spectators and community. He indicated that 60% of the demographic that work at DND live in the West Shore. Mr. Molinari indicated that this event will also coincide with the Naval Centennial as well.

Harry Kuiack noted that this is a great opportunity to fundraise to support the PSP Program and any fundraising would in part assist in alleviate costs.

The Administrator noted that the Board needs to have all the information in terms of costs to the society and there may be possibilities for municipal governments to contribute outside of general operating budgets.

After discussion, it was

MOVED/SECONDED by Directors Saunders and Seaton that the request be approved in principle and that staff are to prepare a report and bring back to the February Board meeting.

The Chair noted that this is a goodwill gesture and that we should embrace the positives.
CARRIED.

b) **Presentation/Letter from Lawn Bowling Club**

The Chair noted that WSPR received a \$7,200 cheque from the Juan de Fuca Lawn Bowling Club as a token of their commitment to keep the legacy of the Commonwealth Games Facility alive by assisting with the upkeep of the bowling greens.

The Juan de Fuca Lawn Bowling Club hosted the Canadian National Lawn Bowling Championships in 2009 and were happy to announce that it was a tremendous success and according to the other bowlers from other provinces, it was by far the best Nationals ever.

The President of the club, Davie Mathie thanked Karen Frost and Wade Davies and all the staff at West Shore who helped to make their event the success that it was.

MOVED/SECONDED by Directors Britton and Mitchell that the Board receive this report for information.
CARRIED.

c) **Appointment by Chair of Personnel Committee (re: Manager's Compensation Review)**

Moved to In Camera Agenda

d) Board Orientation and Tour Dates

The Administrator noted that Saturday, January 23rd at 9:00 am has been set as a date for any Board member that would like to have a tour of the facility

After discussion, it was

MOVED/SECONDED by Directors Britton and Saunders that January 23rd tour would be cancelled and that Board members to contact Linda directly to arrange individual tours.
CARRIED.

e) Board Schedule for 2010

The Chair brought forward the WSPRS 2010 Meeting schedule for review.

After discussion, it was

MOVED/SECONDED by Directors Wade and Britton that meeting schedule be accepted with the only change being that the December 9th meeting date be changed to December 2nd, 2010.
CARRIED.

f) Victoria Regional Transit – ProPass Program

The Manager of Finance presented a report dated January 21st in which he noted that Victoria Regional Transit offers a permanent bus pass to employees through payroll deductions. WSPRS would need a minimum of 10 employees to enroll to join the ProPass Program. Purchasing a ProPass through payroll deductions will save staff \$124.56 a year compared to buying monthly bus passes.

The overhead to administer the program would be minimal. After implementation, the only additional task for the Finance Department would require the preparation of a monthly cheque to be sent to BC Transit.

Director Britton noted that this is a phenomenal program.

MOVED/SECONDED by Directors Britton and Young that the ProPass Program through BC Transit be approved and implemented.
CARRIED,.

g) Past WSPRS Board Members

The Chair noted that Mr. Aubrey a past long service WSPRS Board member was present at the meeting and on behalf of the WSPRS Board of Directors, Chair; Les Bjola thanked him for his many years for dedicated service.

MOVED/SECONDED by Directors Britton and Wade that past and/or long serving Board members be recognized as deemed suitable by the Chair and that the Naming Policy be amended as required.
CARRIED.

OLD BUSINESS

8. a) **Reduced Registration Costs for Registered Adult Programs as a Staff Benefit**

The Human Resources Advisor presented a report dated January 18, 2010 and noted that in the fall of 2008, a trial benefits was implemented to allow employees to enroll in registered adult general interest course for 50% of the listed price. This benefit was open to employees providing the course had adequate participants to run, and was not full. A day prior to the course commencing, providing that course minimums were met and additional spots were available, an employee could enroll at the reduced cost. Some courses were exempt from this program. No full-paying patron was denied a spot because a staff person was occupying it at the reduced rate.

Eleven (11) different employees took advantage of the temporary benefit by enrolling in eighteen (18) different programs with \$510.00 revenue earned.

After discussion, it was

MOVED/SECONDED by Directors Seaton and Britton that the program be implemented on a permanent basis and the policy be amended to reflect the change.

CARRIED.

FOR INFORMATION

9. a) **Human Resources Staffing Report**

The Manager, Human Resources presented a report dated January 4, 2010 for the period of November 23, 2009 – January 4, 2010.

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

CARRIED.

b) **Administrator's Report**

The Administrator noted that we were delighted to host the Junior Provincial Curling Championships during the holidays and it was a wonderful event with 16 teams participating and large crowds of spectators each day. The Juan de Fuca Curling rink was in excellent shape and our staff did an extremely professional job that was positively commented on by the curlers.

The Senior Centre addition build is well under way with Campbell Construction as the contractor. The weather has been generally cooperating and things have been progressing smoothly. Thanks to Director Terry Young for providing his volunteer expertise as part of the construction management team as we race to meet the Federal funding deadlines of the grant. We have been facing some challenges on Colwood's frontage requirements in the building permit process, but anticipate a win-win solution in the near future.

The new signage on the West Shore site is being completed and will be installed later this month. The signs will give the site a unified look and aid in directions, which is always an issue on this property.

The Strategic Plan process faced a slow down during the transition to new management staff, but we are now ready to re-engage in the process beginning with a Food Services section planning involving management and staff. The new target for a draft of the plan will be the end of February, with a community forum on capital planning scheduled for later in the spring.

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

CARRIED.

c) Correspondence from the Greater Victoria Chamber of Commerce – Boot Camp for Board Members

The Administrator brought forward seminar information called Boot Camp for Board Members held by the Greater Victoria Chamber of Commerce scheduled for March 29th and 30th. The Administrator noted that WSPRS will pay for any interested Board member and to contact her directly if you would like to attend the two (2) day event.

MOVED/SECONDED by Directors Wysiecki and Saunders that the letter be received for information.

CARRIED.

IN CAMERA

9.

MOVED/SECONDED by Directors Saunders and Wysiecki that at 8.25 pm the Board enter into an In Camera Session.

CARRIED.

The Board rose without reporting from its In Camera session at 9:50 p.m.

CARRIED.

ADJOURNMENT

10.

MOVED/SECONDED by Wysiecki and Wade that the meeting adjourned at 9:50 pm.