



**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
held Thursday, October 9, 2008 in the Fieldhouse**

---

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

**ABSENT:** Directors Mark Cardinal (Chair), Ute Schnarr

**STAFF PRESENT:**

Linda Barnes, Administrator  
Janet Barclay, Manager, Community Recreation and Development  
Wade Davies, Manager of Operations  
Cameron Reid, Manager of Finance & Administration  
Debbie Hansen, Manager, Human Resources  
Lore Cumberbatch, Administrative Secretary  
Corey Burtini, Administrative Coordinator

**CALL TO ORDER**

1. In the absence of the Chair, the Vice-Chair called the meeting to order at 7.05 pm.

**APPROVAL OF AGENDA**

2. MOVED/SECONDED by Directors Saunders and Young that the agenda approved as circulated. CARRIED.

**APPROVAL OF MINUTES**

3. MOVED/SECONDED by Directors Seaton and Kahakauwila that the minutes of the regular meeting held September 11, 2008 be adopted as circulated. CARRIED.

**CHAIR'S REMARKS**

5. None.

**PUBLIC PARTICIPATION**

5. Cindy Nikolic, Treasurer, Greater Victoria BMX Association – Noted that there is a contract proposal that is being brought before the board tonight. Our executive has met with WSPR staff to work out the contents of the proposal. We respectfully ask that the Board approve the contract.

## NEW BUSINESS

### 6. a) Presentation – Quality of Life Challenge Award

Sue Stovell and Rochell McElroy were on hand to present a plaque and decals to the Manager of Human Resources for West Shore Parks and Recreation Society for the condensed work week. The centre won the award for the condensed work week strategy and making changes to keep and retain employees and help to retain employee's quality of life.

### b) BC Games Invitation to WSPRS Members for 2012 or 2014 BC Summer or Winter Games

The Administrator presented a report dated October 1, 2008 in which she noted that West Shore Parks and Recreation member municipalities have received an invitation from BC Games Society to bid to host the 2012 or 2014 BC Summer or Winter Games. This invitation was sent on to West Shore Parks and Recreation Society with a request to present the information to the Board.

The Inter-Municipal Parks and Recreation Directors have in the past made recommendations to their respective municipalities to work together as a region on bidding for BC Games. In discussion with this group, there has been no interest in taking on a bid for the Region. Without the support of the other municipalities, it would be difficult for West Shore Parks and Recreation to manage events of this magnitude.

If the other municipalities in the Region decide to produce a bid for any of the noted BC Games, that issue would be brought back to the WSPRS Board for a decision.

After discussion, it was

MOVED/SECONDED by Directors Aubrey and Saunders that a BC Games Committee be formed to explore the options and to get more information prior to making a decision of putting in a bid and bring back their findings back to the Board.

Members of the BC Games Committee are as follows:

Directors Denise Blackwell, Dave Saunders, Winnie Sifert and Kyara Kahakauwila.  
CARRIED.

### c) Letter of Understanding with the Greater Victoria BMX Association

The Manager, Community Recreation & Development presented a report dated September 30, 2008 where she noted that the Greater Victoria BMX club has demonstrated that they have by far the largest membership. They have also proven to provide the community with a valued service for over two decades. They are more than willing to share the track except for "sanctioned races" which is prohibited by their insurer and sanctioning body the American BMX Association. The proposed Letter of Understanding will allow the West Shore Parks and Recreation, West Shore BMX, Pacific Sport, BC Cycling, CCA and school groups access to the track for lessons, camps and elite training. The public is also welcome to use the track when not being programmed.

The Greater Victoria BMX club would need to make modifications to the new track to make it suitable for their young riders and are prepared to do the work needed. They would work with our staff and volunteers to make these adaptations. The track they currently use would be decommissioned.

After discussion, it was

MOVED/SECONDED by Directors Twa and Seaton that West Shore Parks and Recreation enter into a (2) two-year letter of understanding (LOU) with the Greater Victoria BMX Association for the maintenance, use and insurance of the new BMX track at West Shore.  
CARRIED.

**d) PBC Prescription for Health**

The Manager, Community Recreation and Development presented dated September 30, 2008 stating that Active Communities: Greater Victoria has developed The ActNow Prescription for Health. Launching in October 2008, this community based program is designed to get people started in a healthy active lifestyle and introduce them to what is available at their local recreation centres. The goal of this free program is to support persons identified by their physicians with taking steps to improve and adopt a healthy lifestyle.

Active Communities: Greater Victoria has developed a program where area physicians will be given information about our centres, programs and services as well as a concrete way to refer them to our staff. The program plan has won enthusiastic support from the Ministry of Health Services and ACT NOW BC who will be promoting the program to local doctors.

The program involves a medical professional referral to a Goal Setting and Introduction to Activity Session at a local recreation centre. In addition, participants will gain free access to a Thrifty Foods Nutrition Seminar, delivered by a registered dietician.

The Process is as follows:

- Patient will receive this prescription card from their medical professional
- Patient will then contact their local recreation centre to set-up their Activity & Nutrition Sessions.
- Patients who attend the session will receive a pass for 5 free visits to the facility and a pedometer.
- Physicians who register with the program will receive a coupon to redeem for a 1-month pass. We are using this as a tool to encourage physicians to learn about the centre and then feel confident to refer their patients here.
- Statistics will be tracked on referrals, attendance at sessions, use of passes and six month follow up.

Costs of developing and implementing the Goal Setting Sessions, advertising and prescription cards are all covered funds from the Ministry of Health Service.

After discussion, it was

MOVED/SECONDED by Directors Sifert and Blackwell that the report be received for information.  
CARRIED.

## OLD BUSINESS

### 7. a) Box Seats at Bear Mountain Arena

The Facilities Coordinator gave a verbal update noting that he has spoken with the box owners regarding the increase of the yearly fee from \$8,000 to \$8,500 and selling of tickets for the box for an event if the box is not going to be used by the owners.

He noted that only a few boxes have personal items but most owners have the ability to lock up these items and if we can sell tickets and don't have a dark box it is all the better for the centre. All the box owners have been willing to accommodate. The Facilities Coordinator noted that since the opening of the Bear Mountain Arena, we still have the same box owners and noted that if we lose a current owner, we do have 15 on the waitlist.

MOVED/SECONDED by Directors Twa and Young that the verbal report be received for information and that staff move forward with implementing the recommendations from the September 11, 2008 as follows:

1. Increase the yearly Arena Box license fee to \$8,500 per year from \$8,000/year and offer another two (2) year agreement.
2. Contract language around event tickets be clarified in order to streamline the facility operations. "The contract language in question is **4. Purpose**. Language that would be preferable would read as follows. "Despite the Licensee's rights under this agreement, except with respect to junior hockey and senior lacrosse games, including playoffs, the Licensee **has the first right of refusal to purchase event tickets**, as applicable, **for these events for each of the ten seats** in the Arena Box at the event. **If within 30 days of the event the tickets have not been purchased, the Box becomes the property of the Facility for use during the event.**"

CARRIED.

**Item to note:** Director Saunders had brought forward that JdF Minor Hockey has indicated that they are extremely happy to have an office now at JdF Arena and put forth their appreciation to the staff to making this happen for them.

## FOR INFORMATION

### 9. a) Human Resources – Staffing Report

The Manager, Human Resources presented the staffing report dated October 1, 2008 for the period of September 3, 2008 – October 1, 2008

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

CARRIED.

### b) Administrator's Report

The Administrator presented the staffing report dated October 1, 2008 and noted that WSPR was rocking this month with the sounds of the Beach Boys. She noted that she has a new appreciation for the magnitude of the preparation for such an event, after watching the process of taking the glass out and re-installing it on the boards, and getting the floor in and out. Our maintenance crews are exceptionally professional, and it helped to make the event a huge success. This type of community event allows many people to enjoy "The Bear" even if they aren't hockey fans!

Other events included:

- the JdF Duathlon, a cycling and running community event that brought out hundreds of local athletes and spectators
- Winter sports returned to West Shore this month, with curling rink, figure skating, minor hockey, Grizzly action, public skating, a full slate of lessons, and the new addition of the Stingers Junior B club.
- Budget preparation has kept staff busy over the past few weeks, as we began the learning curve for new budget preparation software. It is anticipated that the program will save an enormous amount of staff time and energy in budget preparation.
- Our staff "Quit and Win" smoking cessation program continued this month with another publicity push, and more assistance and prizes for those attempting to kick the habit. We have a number of staff who are taking advantage of the offered assistance and we wish them the best of luck for success.
- Some interesting discoveries in regards to our DND property leases have resulted in an anticipated savings to the Society, as we were able to identify an incorrect area measurement in one of our leases. The resulting savings will be applied to future costs of DND leases.
- We have moved our Bookings Clerk to the administration end of the building. This will enable our front reception staff to provide better customer service to people entering the building, as customers will approach the appropriate area for registration, admission etc.
- We are working with Reception staff to clearly articulate expectations for customer service as a function of their performance expectations.
- A Facility Users Committee meeting this month outlined the circumstances to date in the ongoing velodrome re-development process.
- We hosted an Administrators meeting to clarify issues pertaining to legal defense of the GVVA law suit, inconsistencies in the Members Agreement, and future regularly scheduled meeting dates.
- Finalizing the budget and revisiting the Strategic Plan process will be on the top of my list for the coming month.

MOVED/SECONDED by Directors Bjola and Kahakauwila that the Administrators Report be received for information.

CARRIED.

#### **IN CAMERA**

10. MOVED/SECONDED by Directors Hamilton and Sifert that at 7:30 p.m. the Board enter into an In Camera Session.

CARRIED.

The Board rose from its In Camera session at 8:15 p.m. and rose without reporting.

#### **ADJOURNMENT**

11. The meeting adjourned at 8:15 p.m.

**NOTE:** The WSPRS Board of Directors meeting will be moved forward one (1) week due to the municipal election the 2<sup>nd</sup> week of November