



1767 Island Highway Victoria BC V9B 1J1 PH: 250 478-8384 FX: 250 474-8624 www.jdfrecreation.com

***Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
held Thursday, September 8, 2011 in the Fieldhouse***

PRESENT: Arnie Hamilton, Les Bjola (Chair), Jo Mitchell, Ken Williams, Moralea Milne, Matt Sahlstrom, Winnie Sifert, Shaun Wysiecki (Secretary-Treasurer), Heidi Rast

ABSENT: Terry Young, Mike Hicks, Dave Saunders (Vice-Chair), Lanny Seaton, David Screech, Michael Hanson

STAFF PRESENT:

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

CALL TO ORDER

- 1 The meeting was called to order at 7:05 pm

APPROVAL OF AGENDA

2. MOVED/SECONDED by Directors Milne and Sahlstrom that the agenda be approved with the following changes:

Add under New Business– as Item 7e) –Recognition of Geoff Hadley
Add under Old Business – as Item 8b) – Opening of Velodrome
CARRIED.

APPROVAL OF MINUTES

3. MOVED/SECONDED by Directors Williams and Rast that the minutes of the regular meeting held June 23, 2011 be adopted with one (1) change in the Rise and Report in In Camera - Director Rast was absent from the meeting – changed.
CARRIED.

CHAIR'S REMARKS

4. The Chair noted the following four (4) items:
 1. The Chair thanked the Manager of Operations, the Maintenance Department and Horizon Power for working so diligently to get the power back on the holiday Monday to ensure that we did not lose the ice at Bear Mountain.
 2. The Chair noted that WSPRS staff are deep in to the budget process and ask that the directors report back to their member municipalities that the facility has a number of areas that are reporting losses. It is just a fact of how the global economy is affecting how people are spending their money.
 3. Capital Planning – it is unfortunate that the media show the draft Capital Planning Report in an unfavorable way and criticized WSPRS before the Board even saw the report.
 4. With full-time kindergarten and the City Centre Arena is open. WSPRS will have to re-evaluate and look at the different issues that have come up create ways generate more revenue.

PUBLIC PARTICIPATION

5. N/A

REPORT FROM THE FINANCE COMMITTEE

6. The Chair of the Finance Committee brought forward the following from the August 9, 2011 meeting:

a) Equipment Replacement for 2012 Budget

The Administrator noted that WSPR has an Equipment Replacement Fund (ER) that is kept as a separate accounting to replace large items at the centre (bus, parks equipment). Staff are compiling a list for all equipment that is onsite leased or just purchased when required (washing machine, etc.) and is not currently included in the ER Fund and generally purchased from the Maintenance Budget. To simplify the process, the Administrator has asked staff to create a formalized list of these items and include them in the equipment replacement cycle. The list is close to complete and will be included in the 2012 budget.

b) 2nd Quarter Statement of Operations

The second quarterly report covered the six months ending June 30, 2011. The revenues and expenses are lower than expected resulting in a net surplus for operations of \$150,651. Sales of Service Revenue are \$19,196 higher than 2010 second quarter. Operational expenses are \$247,172 lower than 2010 second quarter and 43.47% of budget.

Capital Development - \$793,604 has been spent on the JdF Recreation Centre Upgrade and \$300,375 has been received from government grants – additional grants will be received in the coming months. Expected completion is now September 30, 2011 with the project will being completed within budget.

b) Weight Room/Fitness Project Update

With the development of an addition to both the 55+ Activity Centre and the JdF Recreation Centre Upgrade, that has a building permit construction cost greater than \$300,000, has triggered the frontage improvement requirements of Colwood Bylaw #285.

After discussions with the City of Colwood it was agreed that WSPRS and the City of Colwood would consider a long term plan for comprehensive frontage improvements that would better address the general safety of the public and aesthetics of the area along the Island Hwy. WSPRS is looking for agreement from Colwood on the following:

1. WSPRS completing engineered drawings for sidewalk extension to View Royal
2. To support WSPRS in a phased approach to the frontage with as much sidewalk as possible completed in this year with money from the upgrade project.

MOVED/SECONDED by Directors Sifert and Rast that items a-c be received for information.
CARRIED.

NEW BUSINESS

7. **a) Presentation by School District 62 – Long Range Facilities Plan**

SD62 Presenters were unavailable to attend item to be moved the October or November 2011 Board meeting.

b) Construction Update

The Administrator noted that with the exception of the frontage work onsite, construction projects have been completed. The Community Development Coordinator is working on a before and after slide show to be presented to the Board at a later date.

c) Rotary Play Park Project Launch Information

The Administrator brought forward an invitation for the Board to join WSPRS and the Rotary Club for the project announcement and fundraising launch to take place on Monday, September 12th at 10 am at the Picnic Shelter in the lower field at the Juan de Fuca Recreation Centre.

We are kicking off efforts to raise \$244,000 to build an inclusive playground that will include features for children living with disabilities. This project is staying to WSPRS vision of a full range of accessible recreational opportunities for all ages and abilities.

MOVED/SECONDED by Directors Wysiecki and Sahlstrom that the report be received for information.
CARRIED.

d) Segway Request

The Manager of Operations presented a report on behalf of the Parks Supervisor dated August 23, 2011 noting that Victoria Segway had put forward a request to provide guided tours on Segway's around the chip trail on West Shore property. WSPRS staff noted that the only issue with the request came down to safety as the trail is not wide enough for pedestrians and Segway's to safely pass.

MOVED/SECONDED by Directors Sahlstrom and Sifert that the recommendation to use Segway's on the West Shore chip trail be denied.
CARRIED.

e) Recognition of Geoff Hadley

Director Mitchell noted that with passing of long time WSPRS supporter Geoff Hadley, WSPRS should do something in recognition. The Administrator noted that WSPRS had made a donation to Victoria Hospice in Mr. Hadley's name at the request of the family.

OLD BUSINESS

8. a) Capital Planning Sub-Committee: Presentation of Capital Planning Final Report

The Chair of the Capital Planning Committee brought forward a report dated August 25, 2011 in which it was noted that in December 2010 Professional Environmental Recreational Consultants (PERC) was engaged by the Board to develop recommendations regarding capital planning for West Shore Parks and Recreation spanning the next 20 years.

Using community engagement methods, interviews with users/user groups, demographic research, reviews of member municipalities OCP's, national and provincial guidelines and other research tools, the consultants developed a set of recommendations and suggestions to be used as a planning tool for future capital improvements at West Shore Parks and Recreation.

The Capital Planning Committee, comprised of Board Members and staff, worked with the consultants to finalize the details of the report. At the July 11th Capital Planning meeting, the committee developed two recommendations for the Board to consider;

- The Board receive the plan for information, with the intention to use the plan as a guiding document and planning tool.
- The committee also recognized that the majority of recommendations within the Capital Plan deal with maintaining our existing facilities, therefore the second recommendation to the Board is that they endorse the 10 Year Capital Maintenance Plan (pages E1-E7).

After discussion, it was

MOVED/SECONDED by Directors Milne and Mitchell that the Board approve the recommendations put forward by the Capital Planning Committee to receive the plan for information, with the intention to use the plan as a guiding document and planning tool and endorse the 10 Year Capital Maintenance Plan (pages E1-E7 in the report).
CARRIED.

b) Opening of Velodrome

Director Mitchell noted that since the opening the Velodrome opening in mid-June there was an event with over 60+ riders. The site looks fantastic and tidy. She noted that a number of patrons had thanked the Board for all the hard work in reopening the Velodrome.

FOR INFORMATION

9. a) Letter from the Office of the Ombudsperson dated June 30, 2011 re: GVVA Complaint

The Administrator noted that we received a letter from the Ombudsperson's Office noting that the complainant's concern had been resolved and they have closed their file. It was noted that they did not reach any conclusion about whether, or not, a response that WSPRS had previously sent to the complainant had been inadequate.

MOVED/SECONDED by Directors Mitchell and Sahlstrom that the report be received for information.
CARRIED.

b) Letter from HMCS Regina dated June 20, 2011 re: Sports Day at Jdf

The Administrator presented a letter of thanks from the Commanding Office and Staff of the HMCS Regina conveying their appreciation for their assistance with their Sports Day on June 10, 2011 at West Shore Parks and Recreation

MOVED/SECONDED by Directors Rast and Mitchell that the report be received for information.
CARRIED.

c) Human Resources Staffing Report

The Manager, Human Resources presented a report dated August 19, 2011 for the period of June 1 – July 31, 2011.

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

CARRIED.

d) Administrator's Report

The Administrator presented a report dated August 26, 2011 in which she welcomed everyone back to a new season at West Shore Parks and Recreation. You will all by now have seen and read the new Activity Guide full of the fall program offerings, which highlights the diversity of activities at West Shore Parks and Recreation. If by some chance you have missed it, please take the time to read through the Guide to understand the complexity of programming. It is a busy fall registration period, and our dedicated front desk Staff were able to return 377 phone calls and process 1665 registrations from 6:00 am until 9:30 pm on the first day of registration in August alone.

Using our Facebook technological savvy, we decided to offer a sneak peek of the Activity Guide a few days before it was sent out in the Goldstream Gazette to increase our FB user group, and the response was very positive. There were 1,126 visits this week to our Facebook site which is up 882 since last week. We have 485 monthly active users with 243 since just last week.

This year, the summer months were challenging for our programs and activities, as neither weather nor the economy cooperated. However, staff worked hard to promote and market their programs in new and innovative ways, while being mindful of expenses in order to manage their budgets. We registered over 2200 school age kids in summer camp programs at the JdF complex, and over 400 kids registered in programs running from Centennial Centre. Preschool theme programs added another 200 kids to the mix.

Due to demand, we have increased the number of spots available in our afterschool care program for the fall, and have already seen a really positive response in registration. Already, we have registered 8968 spots in our after school care program for September. Our new bus to transport participants will be arriving shortly.

A whole host of new fall programs are available in the Fitness and Wellness area and we are excited about the opportunities to grow the program in the newly completed Fitness Centre.

The upgrade to the JdF Recreation Centre project is nearing completion with the final piece being the frontage improvements required by Colwood Bylaw. The engineered drawings will define a new sidewalk that will eventually connect up to the new View Royal pedestrian pathway along the highway.

We are looking forward to the launch of The Rotary Picnic Playground Fundraising Campaign, with a number of irons already in the fire; we hope to have a successful completion of the fundraising by early spring 2012, for construction to begin next summer.

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

CARRIED.

IN CAMERA

e) MOVED/SECONDED by Directors Mitchell and Rast that at 7:40 PM the Board move In Camera.
CARRIED.

MOVED/SECONDED by Directors Mitchell and Sahlstrom that at 8:00 PM the Board rise from the In Camera without reporting.
CARRIED.

ADJOURNMENT

12. MOVED/SECONDED by Directors Wysiecki and Milne that the meeting adjourned at 8:00 pm.
CARRIED.