

***Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
held Thursday, April 14 2011 in the Fieldhouse***

PRESENT: Arnie Hamilton, Lanny Seaton, Les Bjola (Chair), Jo Mitchell, Ken Williams, Mike Hicks, Heidi Rast, Moralea Milne, Michael Hanson, Matt Sahlstrom, Winnie Sifert

ABSENT: Shaun Wysiecki (Secretary-Treasurer), Terry Young, Dave Saunders (Vice-Chair), David Screech

STAFF PRESENT:

Linda Barnes, Administrator
Brian Merryweather, Human Resources Advisor
Sue Dickson, Manager of Finance & Administration
Lore Cumberbatch, Administrative Secretary

CALL TO ORDER

1. The meeting was called to order at 7:00 pm.

APPROVAL OF AGENDA

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

Add – 6c) – Centennial Centre under New Business
Add – 7b) – Shamrocks Contract under Old Business
CARRIED.

APPROVAL OF MINUTES

3. MOVED/SECONDED by Directors Williams and Seaton that the minutes of the regular meeting held March 10, 2011 be adopted as circulated.
CARRIED.

CHAIR'S REMARKS

4. The Chair noted that senior management had a review of insurance on all aspects of the facility including Directors Liability. Once the review has been complete a report will be brought forward to the Board.

He reminded the Board of the Annual General Meeting scheduled for June 23rd.

He noted that there has been a slight delay with the opening of the front reception vestibule as we are waiting for the Colwood Building Inspector to sign off on any deficiencies on the fire code.

This weekend will be extremely busy with the Home Show onsite. It is extremely gratifying to see how well this facility is used.

PUBLIC PARTICIPATION

5. N/A

NEW BUSINESS

6. **a) Velodrome Sub-Committee Update**

Director Rast noted that the committee had a meeting on March 22, 2011 and focused on identifying the key issues. The key issues noted were:

- liability insurance
- what needed to be done for maintenance/repairs
- staff will be directed to go further with this

The Administrator noted that the GVVA had International Cycling Union come to look at the track to compare it to other sites and make recommendations to Cycle BC. Cycle BC is conferring with their insurance and will be getting back to us. Once we hear back we will have to take the information back to our insurance. The Manager of Operations is enumerating repairs and maintenance to the site.

b) Capital Plan Update

Director Rast noted that a Capital Planning Committee meeting is scheduled for Tuesday, April 26th and that a copy of the draft plan will be sent out to all committee members for their review.

c) Centennial Centre

The Chair noted that we have a land lease with the City of Langford for the Centennial Centre site. The building is in serious need of repairs but WSPRS did not want to move forward until we had an extension to the lease which ends on 2022. Talks have been had with the City of Langford and they have noted that WSPRS send an official letter asking for an extension (20 years) to the existing lease and they will take it forward to their Council. Once approved the Manager of Operations will complete a repair plan and costing for the site.

MOVED/SECONDED by Directors Milne and Mitchel that items items (6a-c) be received for information.

CARRIED.

OLD BUSINESS

7. **a) Colwood Sewer Fees Update**

The Manager of Finance presented a verbal report noting that she had a meeting with the Administrator and the CAO of the City of Colwood to discuss the request from the Board to pay the outstanding amount of the 2010 sewer invoice over a graduated payment plan for three (3) year period to avoid undue pressure on the WSPRS Budget. The CAO of Colwood will take this forward to his Council for approval.

MOVED/SECONDED by Directors Sifert and Rast that the verbal report be received for information.

CARRIED.

c) Victoria Shamrocks Contract

The Chair noted that with scheduling conflicts we have been unable to have a meeting during the past month. A meeting has now been scheduled for Monday, April 18th in which we hope to have a contract signed by the end of April.

MOVED/SECONDED by Directors Sifert and Sahlstrom that the verbal report be received for information.

CARRIED.

FOR INFORMATION

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

The Manager, Human Resources presented a report dated April 6, 2011 for the period of March 1 - 30 2011.

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

CARRIED.

d) Administrator's Report

The Administrator presented a report dated April 11, 2011 in which she noted that while it seems as though the spring rain will never stop, registration for WSPR summer programs has already started, with hundreds of exciting activity choices for all ages. Our summer programs are extremely popular and this registration period puts an enormous strain on our front desk reception staff, who handle all the registration as well as the entrance requirements for patrons using the facility. These hardworking front desk staff are to be commended for their cheerful helpfulness and dedicated customer service even in busy circumstances. Particularly as they are also handling customer inquiries and concerns about the on-going construction of the change rooms and front entrance!

The Recreation Centre Upgrade project is almost complete with just a few remaining details to be finished up over this month. The completed project gives the JdF Centre renovated change rooms and a modern, updated entranceway and front counter that is accessible as well to patrons with disabilities. The Weight Room and Fitness Centre areas continue to be extremely busy with excellent feedback from patrons. This month, construction turns to the improvement of disability access in the older part of the JdF Centre using \$75,000 from a successful grant application.

Lots of activity this month as many major events take place at the facilities. JdF Arena was hopping with the Debbie Cooper Memorial Minor Hockey Tournament and the School Hockey Tournament this month. Minor Hockey also staged a very successful banquet catered by our Food and Beverage Department, and Armageddon Fighting Championships filled the Bear Mountain Arena for another well attended and trouble free event. With ice coming out of the Bear and the Curling Rink this week Maintenance Staff have been working hard to get all of our major venues geared up for the Annual Home Show, another extremely large and popular event.

With the imminent departure of one of our program staff, Ashley Kelbough, the Recreation Department is restructuring to accommodate the growth in preschool, adult and youth program areas at Centennial Centre. As well, the purchase of the new bus budgeted for this year will enable us to expand Kinder Care programming to accommodate the new full day kindergarten programs. Summer program staff have been hired and planning is underway for all summer camps and programs.

Board members were active this month with meetings of the Velodrome Sub-Committee and negotiations for the Shamrocks agreement. The Capital Plan draft document is almost complete and the Capital Planning Sub Committee will be meeting later this month to review.

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

IN CAMERA

9. N/A

ADJOURNMENT

10. MOVED/SECONDED by Directors Hamilton and Mitchell that the meeting adjourned at 7:20 pm.
CARRIED.

Adopted - May 19, 2011