

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, April 11th, 2024, in the Westshore Room**

PRESENT:

Directors Damian Kowalewich, Dean Jantzen, Leslie Anderson, Shelly Donaldson, and Kimberley Guiry

ABSENT:

STAFF PRESENT:

Grant Brown, administrator
Ron Dietrich, manager of operations
Geoff Welham, manager of recreation
Wei Wu, manager of finance and administration
April Luchinski, manager of human resources
Tiffany Moore, recorder

STAFF ABSENT:

PUBLIC PRESENT:

Tracy Antonacci, Langford Tennis Club
Sue Grandmaison, Langford Tennis Club
Cara Legacy, Langford Tennis Club
Blaine Clouston, Langford Tennis Club
Lenora Lee, KPMG
Sarah Burden, KPMG

CALL TO ORDER

1. The chair called the meeting to order at 5:31PM.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY DIRECTORS DONALDSON AND GUIRY THAT THE AGENDA BE APPROVED AS PRESENTED.
CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS JANTZEN AND GUIRY THAT THE MINUTES OF THE REGULAR MEETING March 14, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. Damian Kowalewich, chair, commented that swimming pool roof construction is complete. The pool is now closed for the annual closure for maintenance, health and safety. The chair thanked everyone on the team for being part of this work.

STANDING COMMITTEES

6. N/A

DELEGATIONS

7. a) *Cara Legacy, membership chair of Langford Tennis Club, gave a visual presentation that highlighted the following:*

- The Langford Tennis Club (LTC) is seeking a new home for their club and programs:
 - Background on the nearly 100-year old club was provided.
 - The current location at Royal Roads University is being lost due to development plans.
 - Emphasis on physical and financial accessibility to the West Shore community.
 - Economic benefit to WSPR.
 - High demand for use of tennis space indicated by waitlists for the summer junior club.
 - The club has maintained the courts and programming at its sole expense since 1998.
 - An overview of other clubs around the CRD and BC was provided.
 - Consideration for a new location includes number of courts available; condition of courts; washroom availability; accessibility; clubhouse space.
 - Tracey Antonacci discussed potential fees and revenue of covered tennis courts.

The chair opened the floor for questions and indicated there will be follow-up during a future meeting. The board and LTC discussed accessibility considerations, community needs, condition of courts, wheelchair tennis, the deadline for relocation, funding requirements, vision for shared use of space and programming, and municipalities' plans. The board thanked the LTC for their work and presentation.

Tracy Antonacci, Sue Grandmaison, Cara Legacy and Blaine Clouston left the meeting at 6:08PM.

OLD BUSINESS

8. N/A

NEW BUSINESS

9. a) *Rob Wilson, arena & events coordinator, gave a visual presentation that highlighted the following:*

- Major lease teams:
 - Wolves, Grizzlies, Shamrocks standings
- Events:
 - 9 high-profile events held in 2023; many returning in 2024.
 - Several new high-profile events are being discussed for 2024/2025.
 - Staff is providing public parking notices during busy times.
 - A short video showcasing the Island Classic tournament was shown.
- Golf course:

- Usage statistics show a steady increase in participation since 2019.
- Program highlights:
 - Arena program participation increased in 2023.
 - Winter Wonderland private rentals sold out, with inquiries being received for 2024.
 - Contracted programs and participation are increasing.
 - Birthday parties were very popular in 2023, showing increased revenue and success.
 - Mother's Day brunch being held in the fieldhouse in May in partnership with Island Culinary Services.

The board encouraged the continuation of birthday party programming. The board inquired about the partnership arrangement with Island Culinary Services.

Rob Wilson left the meeting at 6:22PM.

MOVED/SECONDED BY DIRECTORS ANDERSON AND DONALDSON THAT THE REPORTS BE RECEIVED AS PRESENTED.

CARRIED

b) *Lenora Lee and Sarah Burden of KPMG commented on the following:*

- 2023 financial statements and audit report:
 - 2023 was a clean audit.
 - WSPR remains in good standing.
 - The audit process was summarized and changes explained.
 - Copies of the statements and reports will be forwarded to the municipal owners.

The board discussed the language used in the reports and inquired about vacation accrual and it was noted that all controls and recommendations are in place.

Lenora Lee and Sarah Burden left the meeting at 6:53PM.

MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE REPORTS BE RECEIVED AS PRESENTED.

CARRIED

c) *Ron Dietrich, manager of operations, highlighted the following:*

- Energy consumption is decreasing.
- Old insulation was not removed during replacement of the pool roof, enabling higher savings in the future.
- Replacement of equipment using newer technology leads to greater savings.
- Grants allow for more in-depth research of cost- and energy-saving technologies.
- Solar panels are being used successfully in other municipalities.
- WSPR's new heat pumps are working exceptionally well.

The board discussed possibilities for reducing greenhouse gas emissions.

MOVED/SECONDED BY DIRECTORS ANDERSON AND DONALDSON THAT THE REPORTS BE RECEIVED AS PRESENTED.

CARRIED

FOR INFORMATION

9. a) Administrator's report

Grant Brown, administrator, commented on the following:

STAFF REPORT

TO:	West Shore Parks & Recreation Board Members
FROM:	Grant Brown
DATE:	April 2024
SUBJECT:	Administrator's Report

Administration/Human Resources

Finance wrapped up the 2023 fiscal year end and external audit. The team will now focus on catching up on the processes that are suspended during this busy time of year. An upgrade to the registration software's payment processor took place on April 2nd, which involved a short 15-minute disruption to payment services.

The new HR generalist, Amy Johnston, has started and is diving feet first into recruitment. This has created the opportunity to re-evaluate the HR assistant and manager roles and duties, to create other services to staff and further balance workloads. The training and tuition policy has been updated to address the process in which funds are allocated, as well as the request/approval procedures. The team is also in the early stages of planning for the wage transparency reporting that will be a requirement for HR to publish on the WSPR website, starting January 1st, 2025. The 2024 inhouse training program is being developed and will include labour relations topics, and coaching conversations for supervisory staff.

Staff submitted two nomination applications to the BCRPA and RFABC for Facility Excellence Awards for the Thrifty Foods Skatepark. The skatepark has been announced as the successful applicant for the RFABC award, and staff are waiting to hear from BCRPA.

Operations

Maintenance

The mechanical team has been proactive in addressing flooding concerns during heavy rains at the Q Centre arena by strategically staging new pump and hose equipment, with detailed procedures for their utilization. Thorough servicing on several critical air handling units has taken place, including those at the Fieldhouse, 55+ Activity Centre, JDF Arena, and Q Centre Arena dressing rooms, to ensure optimal functionality.

The ballpark concession underwent extensive repairs to complete a re-plumbing with PEX tubing, the replacement of broken faucets, and upgrading old, cracked fixtures, effectively resolving all issues stemming from a winter freezing.

Additionally, the mechanical team promptly addressed a glycol leak in the pool basement, collaborating with Island Temperature Controls for a successful repair. They also managed to temporarily fix lighting issues in the Shamrock's office while awaiting a replacement switch, and repair of safety parking lot lighting across from the 55+ Activity Centre. Annual service included the overhaul and rebuild of the JDF Arena compressor 2 unit in the plant room, completing a rebuild cycle on all 6 compressors. Lastly, the 55+ Activity Centre's hot water tank was replaced, and the old one properly recycled.

The utility lead hand and staff made various upgrades and repairs that have enhanced the facility's functionality and safety. New tables and benches have been installed near reception, while repairs to the back door of the pool were completed promptly and a new door was installed between the youth room and office to ensure smooth operations. New fob locks were also installed on administration doors to enhance security measures. Various rooms, including the Kids Cottage, Playroom, and Kids Cove, have undergone annual maintenance work such as painting, floor waxing, and carpet cleaning, with a comprehensive repaint planned for the Cottage's interior.

The maintenance department focused on improving facility organization, notably clearing out and organizing the map room and implementing a new map holder system for enhanced accessibility and efficiency. Technological upgrades, such as converting fire panels to cellular systems, enhance safety and operational capabilities.

Staffing remains a challenge, including the recent resignation of a regular full time cleaner, along with an open FMW3 position. Auxiliary cleaner positions were posted to cover staffing gaps and support operational needs during peak periods. Interviews have been conducted for a Parks Worker I position starting in April that will ensure operational continuity and efficiency.

Parks

In Parks, the mechanic has been proactive in addressing various issues with vehicles and machinery. The Community Recreation bus underwent maintenance to replace weather stripping, while a tool was purchased to install studs in the Zamboni tires, enhancing traction. An electrical Zamboni battery issue was promptly repaired and returned to service. Additionally, cutting equipment is undergoing final servicing in preparation for the upcoming season, ensuring optimal performance.

Challenges have arisen in managing increased wear on the golf course due to high usage. Efforts to mitigate damage, such as using tee mats over the winter have not yielded the expected results, as divots on the tees remain an issue. Additionally, small amounts of disease have been observed on the greens, prompting careful monitoring and management to maintain course quality.

Preparations for the upcoming season are underway for lawn bowls, with maintenance including ditch edging and cleaning. Areas around the lawn bowls have been power washed, enhancing the overall aesthetics and cleanliness of the facility.

The fields & diamonds team have been busy preparing facilities for the upcoming season. Concession areas have been power washed, while new fascia has been installed on concession and sheds, improving their appearance. Maintenance work on diamond 2 included replacing the infill mix with a less compacted material, enhancing playing conditions. All three diamonds have undergone rolling and are nearing readiness for the April opening. Fields 2 and 3 will be closed for seasonal maintenance until the beginning of July, while field 1, impacted by wear during the rugby season, will close at the end of April. Additionally, artificial turf was groomed to reduce compaction, improving field softness and playability.

The parks team has welcomed back seasonal team members, bolstering their workforce to 8 members. Routine maintenance issues, such as a broken swing chain, are being addressed with proactive measures, including replacing chains every 6 months. With changing weather patterns affecting park trees, the team has initiated procedures to mitigate damage and provide guidance for tree care. Noticing graffiti vandalism at the Skate Park, the team responded to remove it within 72 hours.

Programs

Community Recreation

Between WSPR and contracted camps, over 150 children were registered for sports camps over spring break. 590 youth attended Friday youth nights in March. 71 youth attended the Wednesday skate drop-ins with 37 visits to the youth room, which is the highest attendance on Wednesdays in one month so far. Dungeons & Dragons club finished its first campaign and will run again May through June. School-age and women's golf programs are full.

Registration for 2024/25 preschool programs took place at the end of February. Reception is currently going through all the applications and registering families.

In preparation for Easter, the Centennial Centre art studio was full of Easter themed classes including clay Easter Bunny Bowls created by children aged 4-7 years. Over spring break, there were 20 children who attended the Aspiring Artist camps and 6 children who attended the Rock Band and Guitar camp with PJ Music Studios. Youth drop-in programs at Centennial Centre on Thursdays will take a break over spring break and return April 4th. For the last art session before spring break the youth made their own stickers which will be used on a collaborative art project during Youth Week in early May.

The Gang Education seminar took place on March 11th with over 80 people in attendance. Presentations were made by the Combined Forces Special Enforcement Unit BC (CFSEUBC) End Gang Life program (Vancouver), Mobile Youth Services Team (MYST) and Safer Schools. A lot of great dialogue was had and an appetite from participants for more information.

Westshore Secondary school used the Indoor Sports Complex (ISC) for another interschool basketball tournament. WSPR also welcomed students from the SD62 blended learning program who utilised the ISC for floor hockey, basketball, and soccer games.

Aquatics

March was a very busy month at the pool. Winter swim lessons wrapped up, including the new daycare lessons. The feedback survey from the winter ranked us at 4.05/5 for the swim lesson experience. Our program team was busy getting the spring lesson set organized. Spring registration included 300 lessons being offered. With classes booking up in a matter of minutes and waitlists growing, challenges remain with providing enough lessons to meet the community demand. During registration some patrons experienced difficulties which led to more registrations than spaces available, requiring follow up by aquatics and reception staff.

The pool was a very popular spot for the community and camps over the two weeks of spring break. Spring break kicked off with a beach theme day, and the aquafit instructors did a great job in outfits and planning their playlist. Palm trees were placed on the pool deck, beach tunes playing, lifeguards in their leis and beach balls in the pool. A brand-new aqua camp was offered for the second week of spring break which also ran at full capacity. This camp focused on fun games and activities while improving

swimming skills with the goal of working on the skills not to pass a level. The month finished off heading into the annual shutdown and a much-needed slow time for the pool.

Fitness and Weights

Fitness programs remained exceptionally busy throughout March with many full classes. 82% of registered programs ran successfully.

A new family fitness program was launched from the success of the free fitness class that was offered on Family Day as part of the BCRPA Family Day grant. The new family fitness class takes place on Sundays from 5-5:45pm in the fitness studio with instructor, Eugene, and offers a fun inclusive workout for families to do together.

Small group weightroom-based programs have been on the rise since January with new sessions added to accommodate the demand. These programs work with groups up to 5 participants and follow a tailored exercise program within the weightroom led by a personal trainer.

There has been an increase in personal training and rehabilitation, and youth weightroom orientations, especially during spring break. Staff continue to see new participants in fitness classes and the weightroom, which is great to see!

Arena, Events, and Golf

Despite only 4 days of sun, February was the 5th busiest month for golf rounds since 1999.

The Wolves had high hopes for the playoffs but faced injuries and lost a top goalie to a Junior A league in the USA. They fell to the Saanich Predators in 5 games. The Grizzlies encountered injuries and sickness in February but remain in 5th place heading into the final stretch of the season. Minor hockey playoffs concluded in February, but unfortunately, JDF Minor Hockey didn't qualify for provincials this year.

In fun February statistics, chocolate bars topped sales at the Par 3 Pro Shop, while Lucky Lager remained the top beer choice, with local craft beer Fat Tug by Driftwood coming in second.

Equity, Diversity, and Inclusion

The JDF Seniors Association held their AGM in March and a new board has been elected, to be sworn in in April.

Staff attended the Sport for Life Summit hosted by the national body, Sport for Life. The 2024 focus was "everyone belongs." The sessions highlighted the inclusion of newcomer participants in Canadian sports streams to enhance social inclusion and community engagement.

Planning for Youth Week 2024 is underway and will take place May 1st to 7th. WSPR and City of Colwood staff attended the Multicultural Family Night at Belmont school on March 14th. Many English Language Learning families interacted with the staff, looking for information on youth-specific and general program offerings.

3 staff participated in an online workshop “Supporting Transgender Individuals: A conversation with Ben Greene”. The presenter is a transgender advocate and educator who has spoken internationally on topics surrounding transgender inclusion.



Grant Brown, Administrator

- The Thrifty Foods Skatepark received the RFABC Bill Woycik Outstanding Facility Award.

The board discussed the graffiti reporting process and program registrations.

MOVED/SECONDED BY DIRECTORS GUIRY AND ANDERSON THAT THE REPORTS BE RECEIVED AS PRESENTED.

CARRIED

Wei Wu, Ron Dietrich, Geoff Welham and April Luchinski left the meeting at 7:16PM.

IN CAMERA

10. **MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE MEETING MOVE IN CAMERA.**

CARRIED

THAT there is a need to have a meeting closed to the public and persons other than the West Shore Parks & Recreation Board of Directors, and staff and those identified under section 1.(1)(k) objectives, measures and progress reports.

ADJOURNMENT

12. **MOVED/SECONDED BY DIRECTORS ANDERSON AND GUIRY THAT THE MEETING BE ADJOURNED AT 8:12PM.**

CARRIED