



**Minutes of the West Shore Parks & Recreation Society
ANNUAL GENERAL MEETING
Thursday, June 15th, 2023 in the Fieldhouse**

PRESENT: Representatives from the member municipalities noted as follows:

Councillor Misty Olsen (*City of Colwood*)
Mayor Ken Williams (*District of Highlands*)
Mayor Sid Tobias (*Town of View Royal*)
Mayor Marie-Terese Little (*District of Metchosin*)
Mayor Scott Goodmanson (*City of Langford*) Arrived at 6:06PM

DIRECTORS AND STAFF PRESENT:

Director, Dean Jantzen (vice-chair)
Director, Leslie Anderson
Director, Shelly Donaldson
Director, Kimberley Guiry
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

DIRECTORS AND STAFF ABSENT:

Damian Kowalewich, director

PUBLIC PRESENT:

Lenora Lee (*KPMG*)
Sarah Burden (*KPMG*)
Mary P. Brookes (*Media: Island Social Trends*)

CALL TO ORDER

1. The chair called the annual general meeting to order at 6:00PM. Territorial acknowledgment.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY MAYOR WILLIAMS & ACTING MAYOR, COUNCILLOR OLSEN, THAT THE AGENDA BE APPROVED WITH A SMALL CHANGE TO MOVE [INTRODUCTIONS AND TERRITORIAL ACKNOWLEDGMENT] TO THE TOP OF THE AGENDA.
CARRIED

INTRODUCTIONS

3. The chair introduced the board members and WSPR staff.

APPROVAL OF MINUTES

4. ***MOVED/SECONDED*** BY MAYORS WILLIAMS & TOBIAS THAT THE MINUTES OF THE 2022 ANNUAL GENERAL MEETING BE APPROVED AS CIRCULATED.
NO OMISSIONS, NO ERRORS.
CARRIED

NEW BUSINESS

5. **a) 2022 Personnel Report**

April Luchinski, manager of human resources, highlighted the following during a PowerPoint presentation:

- Human Resources
 - 2 people run the HR department.
- Staffing
 - 71 core staff and 166 auxiliary staff, complement is incredibly dynamic, rebuilding after Covid-19, growth and demand within the community continues.
- Recruitment Trends
 - Comparing 2019, 2020, 2021, 2022.
- Recruitment Source
 - Internal movement, website, Indeed, high schools, the intercultural association, job fairs, Help Ukraine program, Royal Bay School.
- Exit Interviews
 - Retention, comparing trends in 2017-19, 2020-21 and 2022-23. Employee priorities are shifting toward flexibility and good work culture.
- Feedback from supervisors
 - Supervisors want support with recruitment and onboarding. More training at all levels is required.
- Goals
 - Retention through enrichment and recognition.
 - Support supervisors to manage workforce and focus on portfolios.
 - Consistency in recruitment and orientation process.
 - Culture shift regarding feedback.
 - Create professional space for interviews and training.
 - Specialized training specific to each department with clarity on our values.
 - Make WSPRS the most desirable employer in Greater Victoria.
 - Be leaders in our industry.
- Solutions
 - Growing our own talent.
 - Tuition reimbursement.
 - Team Lead positions and in-house swim instructor course.
 - MVU campaign (recognition linked to core competencies).
 - TV commercial with a focus on staffing.
 - In-house training, meaningful feedback, and compassion.
 - FTE to HR to support recruitment.

There was a discussion regarding the idea of a Mayor's recognition award and the reasons for inactive staff.

b) 2022 Energy Use Report

Ron Dietrich, manager of operations, highlighted the following during a PowerPoint presentation:

- Report shows energy draw, what changes were made in 2022 and how it affects procurement and facility operation.
- Grant funding is approved to change out 5 air handling units.
- Maximizing heat capture and using recaptured heat instead of running boilers, saving a large amount of energy.
 - We are a leading example in the industry and one of the first in North America to use this technology.
- Success in The Q Centre Arena with film-quality lighting at 25% power draw.

There was a discussion regarding solar panels and improvements in that technology.

c) 2022 Annual Report

Geoff Welham, manager of recreation, highlighted the following during a PowerPoint presentation:

- Snow melt pit, skatepark funding, Cenotaph revitalization, community special events, youth activities, ISC demand and benefits for children in daycare to use facilities, new art installations, WSPR Swim, user groups/grants received, municipal population / requisition / usage summary.

There was a discussion regarding program requests from the community, access for Songhees/Esquimalt nations, swim instructor training recognition and swim lesson waitlists, program accessibility for people with different abilities, skatepark: lighting added/no vandalism or behaviour issues since opening/consideration for graffiti wall, and late-night operating hours.

d) 2022 Financial Statements

Lenora Lee (KPMG) presented the report:

- The auditor's report had a clean opinion, contains no material errors, and presents fairly according to public sector accounting standards.
- Very successful financial year due to high demand for services, skatepark, and childcare operations opening.
- Total assets increased \$1.3 million year over year.
- Liabilities on hand are comprised of deferred revenue of unspent grants, funds held in trust for the library, and funds held in trust for the JDF 55+ Activity Centre.
- Overall financial position is quite strong.
- Annual surplus is \$675,000.
- Performed better than budget on expenses, right on budget for revenue.

e) Appointment of an Auditor

MOVED/SECONDED BY MAYORS WILLIAMS & TOBIAS THAT KPMG BE APPROVED FOR 2023, AS AUDITORS FOR THE WEST SHORE PARKS & RECREATION SOCIETY.

CARRIED

SHORT ADJOURNMENT FOR A HEALTH BREAK AT 7:27PM

MAYOR WILLIAMS LEFT THE MEETING AT 7:27PM.

MEETING RECONVENED AT 7:31PM

f) Board Reports

i. Finance

Leslie Anderson, WSPRS finance committee chair, provided highlights of the report:

- Ended 2022 with a modest surplus
 - A good portion of the surplus is due to the community's appetite for recreation, arts and culture.
- The surplus also speaks to WSPR's staff's efforts, adaptability, and shifts in programming to remain agile and to make adjustments.
- Less stressful year for the finance committee than the last few.
- Very appreciative of the efforts of staff and member municipalities for continuing to support this organization.

There was a discussion regarding the flow of surplus funds into capital reserve and the usage statistics and comparisons to promote services to municipal community members.

ii. 2021-2025 Strategic Plan update

Grant Brown, administrator, provided the following report:

- Strengthening Relationships
 - Conference attendance at RFABC & BCRPA.
 - Mix operations and programming staff.
 - Staff socials.
 - Orientations for councils and board members.
 - Presentations to the board from each department of WSPRS.
 - MOU for use of the site in case of disaster.
 - Sharing of resources with other organizations.
 - Support customers with live support on registration days, social media updates, and providing space to external organizations.
 - Support to the Westshore community with staff on organization boards including PLAY Westshore, Thrive Social Services, Village Initiative.
 - Support diversity/equity/inclusion with the Period Promise program, accessible equipment, Health and Recreation Partnership, bystander prevention training, and representation on the intermunicipal advisory committee on disability issues.
- Developing Sustainable Operations/Resources
 - Presenting asset management plan to the board in the fall.
 - Capital reserve funding plan.

- Procurement policy process.
- Energy use and monitoring power metering to manage peak demand.
- Strategic programming (learn to swim/swim instructor programs).
- Upgrade new facilities: pickleball assessment is underway with a consultant, and arena options to be considered with a consultant.
- Excellence in Service Delivery
 - Aiming to be trendsetters in service delivery in BC.
 - Youth fitness.
 - Expanded sports and parent/tot drop-in programming.
 - Special events and support municipal connections.
- Innovation and Leadership
 - Embracing technology for staffing and QR codes for drop-in schedules and vehicle operation manuals.
 - MVU recognition program for staff morale.
 - Staff training and recruitment: program support positions, in-house learning, regional workshop for mental health and wellness, aggressive people management, hiring job fairs, and immigration employment strategies for new Canadians.

OLD BUSINESS

6. N/A

ADJOURNMENT

7. ***MOVED/SECONDED*** BY MAYORS LITTLE & TOBIAS THAT THE ANNUAL GENERAL MEETING BE ADJOURNED.
CARRIED

MEETING ADJOURNED AT 7:58PM