

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, April 10th, 2025, in the Westshore Room**

PRESENT: Kimberley Guiry, Rose Stanton, Shelly Donaldson, Dean Jantzen, Alison MacKenzie

ABSENT: Leslie Anderson

STAFF PRESENT:

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

STAFF ABSENT: N/A

PUBLIC PRESENT:

Lenora Lee, KPMG
Matt Powell, Greater Victoria Velodrome Association
Peg Labiuk, Greater Victoria Velodrome Association

CALL TO ORDER

1. The chair called the meeting to order and gave the territorial acknowledgement at 5:30PM.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY DIRECTORS DONALDSON AND STANTON THAT THE AGENDA BE APPROVED WITH THE ADDITION OF 8E: GVLRA ALTERNATE.
CARRIED

APPROVAL OF MINUTES

4. **MOVED/SECONDED** BY DIRECTORS JANTZEN AND DONALDSON THAT THE MINUTES OF THE REGULAR MEETING ON MARCH 13TH, 2025, BE APPROVED WITH AN AMENDMENT UNDER CHAIR'S REMARKS THAT THE CHAIR HAS SCHEDULED A MEETING WITH MLA RAVI PARMAR TO DISCUSS ALIGNING EFFORTS BETWEEN THE BOARD AND PROVINCE.
CARRIED

PUBLIC PARTICIPATION

5. N/A

CHAIR'S REMARKS

6. The chair commented that she met with MLA Ravi Parmar to discuss a shared interest in recreation and sport and noted that grant opportunities may arise to support initiatives brought forward through the master plan.

The chair also met with Harold Bloomenthal of the Langford Westshore Economic Development Committee and noted that the committee's requests align with WSPRS' recreation master plan and current offerings.

Finally, the chair noted that a representative will visit the Westshore to find a building for the Foundry and the chair is exploring potential partnerships to integrate recreation and sport opportunities for youth in the Westshore.

DELEGATIONS

Matt Powell of the Greater Victoria Velodrome Association highlighted the following:

- A capital expenditure is requested to cover repairs and prolong the life of velodrome.

Peg Labiuk of the Greater Victoria Velodrome Association arrived at 5:37PM and discussed the following:

- Repairs and preventative maintenance
- Materials, scope of work and contractor selection
- Value of velodrome to kids and elite-level training

The board thanked the delegates for their proposal and briefly inquired about the structure of the association and its ability to obtain grant funding and the environmental impact of proposed concrete treatments.

MOVED/SECONDED BY DIRECTORS MACKENZIE AND DONALDSON THAT THE BOARD DIRECT STAFF TO PREPARE A REPORT ON FUNDING OPTIONS.

CARRIED

STANDING COMMITTEES

7. N/A

NEW BUSINESS

8. a) **Arena & Events Department Presentation**

Rob Wilson, arena & events coordinator, gave a PowerPoint presentation highlighting the following:

- Major lease teams and 2024 and 2025 event highlights
- The process of transitioning the Q Centre Arena from ice to event
- Hockey on the Rock 2025
- Golf course highlights
- 2026 grand slam curling event

The board thanked Rob for the presentation and briefly discussed the impact of the curling event on user groups; preparations and staff capacity; and maintenance of ice during covered-floor events.

b) 2024 Energy Use Report

Ron Dietrich, manager of operations commented on the following:

- WSPR continues its downward trend in energy consumption due to the continued work in energy management carried out by the operations team.
- Greenhouse gas emissions per patron have decreased.
- Further enhancements can be made to move more heat from the arena to the pool.
- Boilers are being replaced by the end of the year through a Fortis grant.

The board discussed the outlook for future energy use reduction; an update on the BC Hydro grant; and the value to energy companies in funding energy reduction projects.

c) 2024 Financial Statements

Wei Wu, manager of finance, commented on the following:

- Highlights from the 2024 financial statements.
- Improvements over 2023.
- Changes in reporting for 2024

d) Audit Findings Report

Lenora Lee of KPMG commented on the following:

- The 2024 financial audit resulted in a clean and unqualified auditor opinion.
- Changes to 2024 reporting.
- Areas of risk pose no issues or concerns.
- Good progress made on 2023 recommendations.

The board congratulated and thanked the finance team and briefly inquired about contributions to reserve.

e) GVLRA Alternate

- The chair noted that an alternate representative to the GVLRA is needed and asked for expressions of interest in the position.
- Director Donaldson expressed interest in the role.

MOVED/SECONDED BY DIRECTORS STANTON AND JANTZEN THAT DIRECTOR DONALDSON BE ELECTED AS THE GVLRA ALTERNATE.

CARRIED

OLD BUSINESS

9. N/A

CORRESPONDENCE

10. N/A

FOR INFORMATION

11. a) Administrator’s Report

The administrator highlighted the following:

- Successful collaborations between departments, such as community recreation/fitness/aquatics.
- Lahal tournament and Hockey4Youth events were a success.
- The Building Safer Communities grant funded youth to earn bronze cross/medallion certifications.

- Annual pool maintenance closure is currently underway.
- Spring/summer registration was successful with only 3 payment challenges in 2 days.

Administration/Human Resources

The auditors were on site in the week of March 10th; no material errors were identified. The finance team had the financial reports and working papers completed prior to their arrival and completed the financial package two weeks in advance of the deadline. A significant achievement of note is that the past due accounts (accounts receivable) was significantly reduced from 2023's \$130,000 to 2024's \$16,000. While completing yearend, finance also managed to distribute the January R&E, which is a testament to the department's high degree of organization. Finance will now focus on catching up on 2025's tasks that have been deferred due to yearend.

Human resources staff have continued the rollout of the new Scout recruitment and onboarding software. All supervisors have received access to the program and underwent training. All job postings now flow through this platform which is seamlessly integrated with the Society's website.

The administrator will be attending the 2025 Recreation Facilities Association of BC conference at the end of the month. Highlights will be shared with the leadership team next month and highlighted in the administrators report to the Board.

Operations

Maintenance

The mechanical team restored the pool air handling unit (AHU) to operational status, further maintenance will be completed during the upcoming shutdown. Ultraviolet (UV) bulbs in the swirl and leisure pools were replaced and a new UV system for the main pool has been ordered and will be installed during the annual shutdown period. In the weightroom, the motor in one of the AHUs was replaced under warranty. Additionally, a power meter at the Q Centre Arena was installed and will be linked to the energy management system soon, allowing improved energy consumption monitoring.

Annual shutdowns are underway in the playroom, Kids Cove, and Kids Cottage. Playroom and Kids Cove will undergo standard shutdown procedures, including floor scrubbing, waxing, paint touch-ups, deep cleaning, and carpet cleaning. The Kids Cottage is receiving a full floor strip and refinishing. In the café/HR area, framing is nearing completion, electrical systems have been prepped for final layout, and drywalling has been approved for exterior walls. Floor levelling and flooring quotes have been accepted, doors have been ordered, and final window plans are pending to proceed with glass orders.

In the 55+ Activity Centre auditorium, remediation and removal of all remaining hardwood flooring is complete. A crack in the concrete floor requires levelling before new hardwood installation can begin; two quotes are under final review, with contractor selection imminent. The hardwood flooring has been ordered and is expected to arrive in 3–4 weeks.

The day shift 8-month maternity leave position has been filled by an auxiliary staff member. Current postings include a dedicated cleaner role (Wednesday–Sunday) to prioritize pool and arena changeroom cleanliness, bathroom upkeep, and facility-wide cleanup support. Additionally, a facility maintenance worker II night shift position, mechanical lead hand, and a new auxiliary cleaner position have been posted to account for the anticipated transitions of existing auxiliary staff into regular roles.

Parks

The mechanic resolved a conditioner issue on the Zamboni, completed a recall inspection for bus services, and performed routine maintenance on lawn equipment to prepare for the upcoming season.

Daily maintenance at the golf course has intensified with spring's arrival, particularly addressing persistent goose droppings. Grass cutting is now a priority as growth accelerates. The lawn bowl facility remains closed currently, with no updates to report.

Work on the ball diamonds focused on structural improvements including fencing repairs, installation of a backboard, and adding infield material to enhance playability. Field 1, heavily damaged by rugby use in wet conditions, underwent aeration, sanding, and rolling to extend usability through the season and support upcoming soccer tournaments. All three fields were deep-tined a second time to promote water penetration and prepare for spring growth.

Horticultural work included pruning and separating garden beds to encourage healthy growth. Infrastructure repairs addressed septic system issues at the fieldhouse and ball diamonds, while a critical main water line feeding the lower park was restored. Final touches on curb and sidewalk repairs are nearing completion.

Safety improvements were made at the outdoor lacrosse box, with crews tightening loose bolts on the boards to ensure structural integrity.

The irrigation technician began inspecting and servicing backflow preventers as part of ongoing system maintenance. Preparations are underway for the concrete pad located outside the pool facility, which will house the new emergency generator that will power emergency lights in the pool and changerooms as well as provide power to the phones and network during power outages. At the skate park, graffiti was removed, and a new fountain was successfully installed to enhance the area's services.

Programs

Community Recreation

WSPR hosted 450 grade 5 elementary school children and staff for the first-ever elementary Lahal tournament in the district. The event brought together indigenous and non-indigenous children to learn about indigenous history, connect with peers of all cultures and play through the indigenous game of chance. It was an amazing event with much laughter, passion, focus and drumming. The tournament was a partnership between the staff of the NA'TSA'MAHT Education program, Sooke School District 62, WSPR and the City of Colwood with support from Public Safety Canada.

Through funding from the Building Safer Communities grant, WSPR and the City of Colwood supported the Hockey4Youth program. Hockey4Youth is a nation-wide program that supports young people in the community to experience the benefits of playing on a team - a game changer for some who may never get the opportunity to participate. It was a short but mighty season for the 30 teens from West Shore, Royal Bay and Belmont Secondary Schools. The final skate of the season took place on March 12th where both the West Shore and Victoria teams united for a celebration with representatives from all

partners including Canucks alumni Kirk McLean and mascot Fin! In addition, the founder and Executive Director from the Hockey4Youth Foundation, the coaching staff, West Shore RCMP, the City of Colwood (with support from Public Safety Canada), West Shore Parks & Recreation, Sooke School District (SD62) and Victoria School District (SD61). The youth all received medals and a celebration lunch.

Sports saw 2 weeks of full-day Active Play Spring break camps. Soccertron & Richardson Sport were also onsite running full day & half-day camps. Two new pickleball instructors joined the team and will be teaching lessons shortly. The newest class set is running at over 80% capacity. Drop-in pickleball attendance numbers remain high, with 436 drop-ins for March. Pickleball court reservations are growing in popularity as well with 21 reservations in March. Furthermore, there have been 163 basketball drop-ins during the month. WSPR will also be offering a “youth only” volleyball drop-in, two days a week starting in April.

Youth programs saw two Home Alone courses run before spring break, one open to the public and a private course for Colwood Elementary students. 8 youth learned how to make homemade bagels in Cooking for Fun.

Wednesday Youth Nights continue to get youth in the building. 60 youth hit the ice in February, 35 of which visited The Shore youth room to refuel with snacks and hot chocolate. Friday youth drop-ins continue to be successful with 388 youth in the building for March.

A staff pottery night was held on March 3rd at Centennial Centre. WSPR staff got to work on the throwing wheel as well as make a hand-built mug. This was a great opportunity for staff to try something new, connect with staff from other departments and check out what Centennial Centre has to offer. 48 children, aged 6-12, attended spring break camps at Centennial Centre. In art camp, children learned about Georgia O’Keeffe and created her iconic skull painting with flowers. In music camp, children learned piano, singing and ukelele. Finally, in dance camp, children learned choreography for ballet, hip hop and jazz and participated in a showcase for families on the Friday of the camp week. There has been an increase in attendance in adult art classes including watercolours and pencil portraits, as well as the senior’s hula dance on Mondays, taught by Aloha Fit Victoria. All pottery night workshops programmed for Winter 2025 are sold out with waitlists. This 2-day workshop is a great opportunity to learn about ceramics and usually leads to participants wanting to join the beginner’s pottery classes.

Spring into Action & Nature Preschool Camps were full both weeks, with 10 children in each camp. Campers had lots of fun inside the classroom and outside on the property. Spring break has been exceptionally busy, with all school-aged, licensed camps operating at full capacity with a lengthy waitlist. To address the high demand, an overflow camp accommodating 10 children ages 6-12 was opened. This additional camp helped reduce the waitlist and ensure more families have access to camp services. Spring break programs effectively utilized the entire property. Children have enjoyed swim activities at the pool, outdoor play and organized games at the parks, quiet reading and educational activities at the library, sports and group activities on the fields, and structured programming in the Indoor Sports Complex. All camps ran smoothly (no thanks to the rain), with positive feedback from both parents and children.

10-month preschool programs were closed for 2 weeks giving staff a little break. New registrations continue to come in for the current year, accepting new families up until the end of April. Funding was received from Island Health to add an inclusion child for the remainder of the year. This funding has not been available for the last year for preschool aged children; thus, staff are very happy for this support. Registration for the 2025-2026 programs are still coming in weekly. The hours have been changed and the license updated to provide families access to larger fee reductions through subsidy and extending

the program from 3 to 5 hours daily. Staff have applied for a new one-time inclusion resource funding grant that was offered by Island Health. They were successful in securing \$500 to put towards inclusive materials for preschool programs.

Quite a few daycare families took time off for spring break, so numbers were lower at times. Staff continued to do lots of fun activities. French music lessons continue to be popular and with grant funding, a second French music day each week will be added starting after Spring Break.

The annual Child Care Operating Fund (CCOF) application was submitted and WSPR has temporary approval for all the licensed care programs. These funds assist with day-to-day costs of running a licensed facility and offers Child Care Fee Reduction (CCFRI) for the families and the Early Childhood Education Wage Enhancement (ECE WE) for staff.

Afterschool Care (ASC) has successfully conducted registration for returning families, with the majority choosing to return. Those not re-enrolling are primarily aging out of care or moving out of the district. Any open spots for the next school year will be prioritized for siblings of current participants or families from the current preschool and daycare programs. Registration for new families will begin on April 14th, and any remaining spaces will be filled accordingly. Given the high demand for care services, ASC anticipates a lengthy waitlist.

Aquatics

The pool wrapped up the winter session of lessons with great success. School groups continued right up until spring break, with four group bookings, as well as the regular school drop-in groups.

A partnership with the community recreation team took place in March facilitated by the Building Safer Communities grant funding, where five youth from surrounding secondary schools participated in the Bronze Cross/Bronze Medallion program. This two-week program involved the youth attending the course with an aquatic programmer to become certified. These two certifications qualify them to be lifesavers and serve as the first step in a career in aquatics. The youth selected for the program were recommended by counsellors and principals as individuals who were struggling with school and attendance and would benefit from alternative options. The course required full attendance for participants to pass, along with meeting physical standards and demonstrating proficiency in lifesaving and first aid scenarios. Four of the five youth were successful in earning both certifications, while the fifth youth received the Bronze Medallion. All the youth were eager to continue their learning in aquatics and made significant progress throughout the course. The pool is excited to see what is next for these youth and looks forward to future partnerships with the community recreation team to mentor more youth through aquatics.

Spring break at the pool was a very busy and exciting time, with fun swims happening each day. WSPR camps attended fun swims daily, along with other community camps dropping in for swim sessions. Spring Break Aqua Camp ran for the second year with great success, running both weeks with strong attendance.

Fitness and Weights

There has been no shortage of community interest in youth weightroom orientations. Staff responded with the addition of three regional youth orientations during spring break to accommodate more youth and keep them engaged and active during spring break.

The fitness program assistant and kinesiologist held an engagement session titled Active Aging: Embracing Movement at Any Age to the Metchosin Seniors Association. The session provided information on the importance of a healthy active lifestyle, especially as one ages. It empowered participants to incorporate movement into their daily routine, helping them feel stronger, more confident, and energized. Whether they were new to exercise or seeking to maintain an active lifestyle, this talk offered education about WSPR program offerings, encouragement and valuable insights to keep them moving gracefully through life.

Arena, Events, and Golf

The Westshore Wolves concluded their regular season in February, securing 3rd place in the South Division of the Vancouver Island Junior Hockey League and advancing to a first-round playoff series against the Peninsula Panthers. Despite a hard-fought effort, the Wolves fell 4-1 in the series, though the games were closely contested and could have favoured either team. Meanwhile, the Grizzlies climbed to 2nd place in the division, marking a strong finish to their February schedule.

The golf course saw fewer rounds than last year which can be attributed to poor conditions caused by weather. Closures due to snow and frost in February and early March gave way to high levels of rainfall in late March. Staff expect rounds played to return to recent trends once spring weather arrives.

Equity, Diversity, and Inclusion

On March 25th and 26th, WSPR hosted a group of 60 students from the Inter-cultural Association (ICA) for a comprehensive tour of the Juan de Fuca Recreation Centre. The event included a 30-minute sampler fitness class, providing the students with a hands-on experience of WSPR fitness offerings. This event was made possible through the collaborative efforts of the community recreation and fitness departments, showcasing staff's commitment to interdepartmental cooperation and community engagement. The tour demonstrated WSPR facilities and services, fostering community relations and promoting health and wellness among the ICA students.

The Dream It, Be It Conference, hosted by Soroptimist International of Victoria Westshore on March 4th, provided career support for secondary school girls. It featured mentorship, career education, and workshops to help young women overcome challenges and achieve their goals. The event included a "Walk of Life" mentor showcase, where professionals from various industries shared insights. West Shore Parks & Recreation participated in the showcase, with representation from multiple departments, including human resources, community recreation, aquatics, fitness, and marketing.



Grant Brown, Administrator

b) Regional Parks & Recreation Facilities Master Plan:

The administrator commented on the following:

- 95% of community engagement is complete. Consultants are pleased with volume and quality of responses.
- Sessions were recently held with staff, Westhills Y, City Centre Park. Open engagement is ongoing.
- An update with the consultants is scheduled for mid-April.
- Next steps for WSPRS.

c) Pickleball Court Project Update:

Ron Dietrich, manager of operations, commented on the following:

- Staff visited Mill Bay pickleball courts and gathered signage ideas.
- Small design changes to accommodate water runoff.
- Visual rendering of court location.
- Construction is underway with opening anticipated for end of May.

The board briefly discussed a launch event; final surfacing is weather dependent; paddle rentals; court rentals and self-service options.

IN CAMERA

12. 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 part iii, section b of the board policy manual shall be excluded on the basis of section 1.(1)(k) proposed provision of a service.

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

WSPRS STAFF (GEOFF WELHAM, WEI WU AND APRIL LUNCHINSKI) AND THE PUBLIC LEFT THE MEETING AT 6:52PM.

ADJOURNMENT

13. ***MOVED/SECONDED BY DIRECTORS DONALDSON AND STANTON THAT THE MEETING BE ADJOURNED AT 8:21PM.
CARRIED***