

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, December 11<sup>th</sup>, 2025, in the Westshore Room**

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**PRESENT:** Directors Kimberley Guiry, Leslie Anderson, Shelly Donaldson, Dean Jantzen, Alison MacKenzie

**ABSENT:** N/A

**STAFF PRESENT:**

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

**STAFF ABSENT:** N/A

**PUBLIC PRESENT:** N/A

**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 MACKENZIE THAT THE AGENDA BE APPROVED.  
CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS DONALDSON AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 13<sup>TH</sup>, 2025, BE APPROVED AS PRESENTED.  
CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. The chair expressed well wishes board and staff to have wonderful holidays ahead. Winter camps are coming up with great programming for kids over the holidays.

**DELEGATIONS**

6. N/A

## DEPARTMENTAL PRESENTATION

7. N/A

## STANDING COMMITTEES

8. N/A

## NEW BUSINESS

9. **a) Annual Housekeeping**

- The directors and managers signed the applicable 2025 and 2026 documents.

## OLD BUSINESS

10. **a) Board Policy Manual Updates**

*The chair invited the board to provide comments or questions on the proposed changes to the Board Policy Manual. The chair also thanked Directors Anderson and MacKenzie for the diligent, thorough review.*

- The board discussed slight wording changes to ensure clarity in several statements in the manual.

***MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE BOARD ACCEPT THE PROPOSED ALTERATIONS DISCUSSED, AS WELL AS THE REST OF THE REVISIONS AS DETAILED IN THE STAFF REPORT.  
CARRIED***

## CORRESPONDENCE

11. N/A

## FOR INFORMATION

12. **a) CAO's Report**

*The CAO highlighted the following:*

- General registration saw an increase in registrations and revenue over the same period last year, with only one payment issue.
- Aquatic registration is next week, offering additional capacity for WSPR daycare and some specialty group lessons.

**b) Regional Parks & Recreation Facilities Master Plan Update**

*The CAO noted the following:*

- Colwood staff feedback has been received and council feedback will be provided next week.
- The consultant will incorporate the feedback into the current draft.
- The next draft is expected to be provided in early January, with public review starting in late January/early February.
- A review session will be held with the board, and a final draft is expected to be provided by February/March.

The board inquired whether changes to the initial draft will be indicated based on municipal feedback. The CAO noted he can request this detail. The CAO indicated feedback relates mostly to scope and requests to consider the availability and status of sport and recreation throughout the municipalities in addition to WSPRS facilities

and examples were provided. The revised draft will also provide insight into the advantageousness of a society vs. separate ownership. A brief overview of future feedback sessions was provided.

## IN CAMERA

12. N/A

## ADJOURNMENT

**13. *MOVED/SECONDED* BY DIRECTORS JANTZEN AND DONALDSON THAT THE MEETING BE ADJOURNED AT 5:58PM.**

***CARRIED***

Adopted January 15, 2026