

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, April 8th, 2021 via Microsoft Teams**

PRESENT: Directors Kyara Kahakauwila (chair), Damian Kowalewich, Stewart Parkinson, Leslie Anderson, Roger Wade

ABSENT: N/A

STAFF PRESENT:

Grant Brown, administrator
Wade Davies, manager of operations
Geoff Welham, manager of recreation
Ben Currie, manager of finance and administration
Rob Wilson, arena and events coordinator
Chantelle Bremner, recorder
Teresa Janisch, recorder

STAFF ABSENT: April Luchinski, Human Resources Advisor

PUBLIC PRESENT: N/A

CALL TO ORDER

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS PARKINSON AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 11TH, 2021 BE APPROVED AS PRESENTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. Chair, Kyara Kahakauwila commented on the following:

- Expressed her sympathy and appreciation to the team in their handling of the new Public Health Order that was recently issued.

STANDING COMMITTEES

6. a) Finance Committee

Stewart Parkinson, finance committee chair commented on the following:

- Approvals from each municipality have been received with regards to the COVID-19 Restart Funding ask.
- Auditors from KPMG attended the finance committee meeting and presented on the WSPRS 2020 Financial Audit Findings Report. The finance committee recommends that the WSPRS board of directors approve the WSPRS Financial Statements for the 2020 Fiscal Year.

Ben Currie, manager of finance and administration reviewed the financial statements with the board of directors.

MOVED/SECONDED BY DIRECTORS WADE AND PARKINSON THAT THE FINANCIAL STATEMENTS FOR THE YEAR ENDING IN 2020 BE APPROVED AS PRESENTED.

CARRIED

OLD BUSINESS

7. N/A

NEW BUSINESS

8.

a) Sports and Arena Department Report

Rob Wilson, arena and events coordinator presented a PowerPoint presentation that highlighted the programs, events, statistics and staff.

Board thanked Rob for the presentation and showed their appreciation.

FOR INFORMATION ONLY

b) JDF Arena Improvement Project

Wade Davies, manager of operations highlighted the following:

- Project is on schedule
- Heating pipes, insulation, and sand are currently being installed.

FOR INFORMATION ONLY

c) JDF Childcare Centre Project

Geoff Welham, manager of recreation highlighted the following:

- Project is continuing with the installation of drywall, and work will begin on the build of the exterior staircase, and the outdoor playpark.
- The arena lobby is receiving new paint due to the installation of the fire suppression system.
- A foot path is being realigned to ensure a safe walkway is available from the bus to the building.

FOR INFORMATION ONLY

c) Energy Report

Grant Brown, administrator highlighted the following:

- WSPRS staff makes it a priority to ensure that cost savings measures are implemented with the upgrade of equipment throughout the facility to more energy efficient models.

FOR INFORMATION ONLY

d) Administrator's Report

Grant Brown, administrator highlighted the following.

Administration/Human Resources

Work continues on the recreation software replacement. Super user training is schedule for late April, where select staff will learn the details of the program and the skills to support the rest of the staff team. The RFP for the website replacement project closed on March 30th and staff are currently evaluating the submissions.

The finance team has spent the last few weeks working closely with the auditors who conducted the audit remotely this year.

Operations

Maintenance

With the completion of the pool air handling unit installation, staff were able to submit documentation for the Hydro grant that was approved as part of the project. Quarterly inspections of the roofs, drains, flashing, gutters and refrigeration plant have been completed.

The JDF Arena roll up door replacement is underway, the handicap lift controller in the pool was rebuilt and a new sensor has been installed in JDF's boiler #2 that was in fault.

The JD Arena project continues to progress with the installation of the heating and cooling headers and now awaits the perimeter concrete pour. Work continues on the childcare space with drywall being hung and many trades working amongst each other.

Parks

Crews have installed the new basket hoops on the courts in the lower park. They look amazing and have already seen significant use. Preparations are underway on the ball diamonds to prepare for the upcoming season. Final preparations on the irrigation systems are underway and will be brought online for the spring and summer seasons shortly.

Landscaping work on the area between the library and recreation centre that included the removal of three trees is well underway. Dwarf fruit trees are being planted in place of the trees that were removed.

Programs

Community Recreation

Spring break camps ran at capacity with over 500 children enjoying Art, Sports, Technology, Nature and Licensed camps over the 2-week March break. Camps ran at various locations throughout the JDF site as well as off site at Centennial Centre and Cedar Vista Stables.

Girls Got Game, a camp funded by the Gender Equity in Recreational Sport; Community Grants Initiative was very successful with 15 girls enjoying a variety of sports and activities with guest coaches from UVIC basketball and softball teams as well as a professional ice skater with Disney on Ice and Mena Westhaver; TV personality, fitness instructor and power skate trainer.

With the promotion of the new childcare spaces, Afterschool Care, Preschool and Daycare registrations continue to flow in. The process to contact successful daycare applicants began at the end of March with 24 new children selected to enrol into daycare being notified by April 15th of their successful placement. Afterschool care registration has seen a huge increase in full time Mon-Fri application requests. 140 applications were received. Currently, there are 35 full time and 70 part time placements in the ASC program.

Natural Pod, a local company from Cowichan was chosen as the successful applicants to provide furniture, play structures and storage for the Childcare Centre. Natural Pod specializes in high quality, non-toxic wood furniture with an emphasis on beauty, functionality and environmental awareness. Staff are excited to see their vision come to life.

2021 summer camp registration began on March 11th with the release of the spring summer Activity Guide. From that date through March 25th, we have processed 7,097 registrations in comparisons with 6,865 for the first two weeks of summer session registrations in **2019**.

Erin Pirot, our food and beverage coordinator joined the community recreation team as the program assistant for the Afterschool Care program. This appointment came after the decision to temporarily close F&B services for the remainder of 2021.

As part of the Covid-19 Restart funding received, the community recreation (CR) and aquatics teams have been working together to offer the first youth swim for ages 12 - 18 years, starting April 9th. The CR team will provide a staff member to support the sign in process, get to know the youth and build relationships. The childminding space has also been ear marked as the new youth program room. In April, the space will undergo small upgrades and furnishings to provide a vibrant space for youth to congregate.

The Francophone Society received over 65 responses to their survey, all showing a keen interest to have programs, special events, daycare and summer camps in the West Shore. The Francophone Society is planning to submit a proposal through the Francophone Affairs Program to pilot a series of activities, following the survey as this was the intent of the initial funding they received. These may include story walks in French, French summer camps and virtual or in-person meet ups depending on COVID-19 restrictions.

Aquatics, Fitness and Weights

Registration for April-June swimming lessons took place on March 11th, and included the addition of modified group swimming lessons, and the continuation of private class bookings, which was very successful this winter. The majority of lessons were full the morning registration opened.

Staff continue to evaluate waitlists and pool space, and adjust the schedule where safety protocols, staffing, and budget allows. Lane swimming sessions have been added concurrently with all family swims, based on how the pool is utilized during family swim. Due to the large number of young families attending leisure swim, staff observed that while the leisure pool is consistently at capacity during family swim, there is space available in the main pool. Adding lane swimming will allow us to accommodate more swimmers, without the risk of overcrowding in the leisure pool.

We are very pleased to be introducing a youth swim on Friday evenings, beginning in April. This youth-only swim time is available by advanced reservation, at a reduced cost of \$2. This swim was made possible through the additional funding allocated to youth programming as part of the Covid-19 Restart funds that were recently approved. Additional staff will be onsite to support these swims and ensure COVID protocols are adhered to in a youth-centred way.

Weight room and low intensity fitness programs continue to run successfully. Staff are poised to resume additional fitness programs as soon as restrictions are lifted. Safety planning for the resumption of aquatic rehabilitation services is also underway, with a hopeful start date set for May.

Sports

Netflix wrapped up their filming of the series "Maid" in March, however, they have booked an additional \$10,000 in parking lot space to accommodate parking needs while they shoot off site. The net value of Netflix usage of WSPRS facilities was \$140,000, coupled with the establishment of a great relationship created with the production team that will likely mean WSPRS is a candidate for future films to enquire about shooting on our site.

Minor Hockey, Figure skating, Hockey Evolution winter ice seasons have all come to a successful end considering the challenging circumstances. With the Q Centre Arena ice remaining in while JDF is under construction requests for usage have been strong including bookings from Hockey Evolution, Passmore Hockey, Brandon Wong Hockey, LSGC Goalie training, Kowalko hockey, Elite Female hockey group and Spencer Hockey Academy. Additional ice usage secured by staff includes WHL and BCHL referee training and the return of the WHL Combine later in August.

Spring and summer public skating and lesson registration continues to be very strong and to meet this demand more public sessions have been added.

The ISC has continued to have youth volleyball and basketball usage into the spring while baseball and softball groups have moved outdoors with the improved weather. The Female Strive Lacrosse program is a new ISC user that started in March. The maintenance staff had their first-floor conversion of the artificial modular turf to accommodate part of the Netflix use, they did an amazing job in planning and executing the floor in an out in an efficient manner that will enable us to plan for future events in the ISC.

The increased usage of the outdoor tennis and pickleball courts have the staff looking at a reservation system and new signage to alleviate the conflicts between users over playing time. Sports programs such as Soccertron and Richardson Sport continue to be successful. The team is looking forward to the loosening of restrictions so the adults can get out and enjoy some more sporting activities.

The golf course had a slower February with nearly two weeks of closure due to snow. When open, it was very busy with numbers looking to be back on track to reaching the top 4 rounds per month on record for March.

Food & Beverage

As mentioned last month, food services have been suspended for the remainder of 2021, with the staff being reassigned to other departments.

Grant Brown, administrator verbally added to the report:

- The first two youth swims have sold out. WSPR staff are considering holding other programs for youth in the community. The previous childminding room will become the new youth room.
- The new Public Health Order has now made it mandatory for patrons to wear masks while exercising in the weight room and that all indoor group fitness be suspended.

FOR INFORMATION ONLY

IN CAMERA

10. N/A

ADJOURNMENT

11. ***Moved/Seconded*** BY DIRECTORS WADE AND PARKINSON THAT THE MEETING BE ADJOURNED AT 6:33PM.
CARRIED