

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, November 12th, 2020 in the Senior's Centre – Room 202**

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

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
April Luchinski, Human Resources Advisor
Chantelle Bremner, Recorder

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 5:44pm.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY WADE AND KOWALEWICH THAT THE AGENDA BE APPROVED AS PRESENTED WITH THE ADDITION OF THE COMMONWEALTH GAMES TO NEW BUSINESS.
CARRIED

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS WADE AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 8TH, 2020 BE APPROVED AS PRESENTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. N/A

STANDING COMMITTEES

6. a) **Finance Committee**

Director Stewart Parkinson, finance committee chair commented on the following:

- WSPR staff are making further changes to the draft 2021 budget along with a separate ask listing items that qualify for the supplemental request funding from the provincial government. A special finance committee meeting is scheduled for November 25th, 2020 for further discussion.

OLD BUSINESS

7. a) EV Stations

Ben Currie, manager of finance and administration commented on the following:

- Have requested further information from the City of Colwood regarding expenditures, data and stats and have not heard back, therefore there is no update to the report. The item will be left as pending until further information is acquired.

c) Library Lease Agreement

Grant Brown, administrator commented on the following:

- Have talked to the library finance department and municipal CAOS and CFOS regarding the proposed change in the way the payment is made for the library capital reserve fund and the annual operating expenditures. The change will take effect within the 2021 budget.

MOVED/SECONDED BY DIRECTORS PARKINSON AND ANDERSON THAT BOARD MEMBERS PRESENT THE STAFF REPORT AND SIDE LETTER WITH SIGNATORY PAGES TO COUNCILS FOR SIGNATURES.

CARRIED

NEW BUSINESS

8. a) Commonwealth Games

Stewart Parkinson commented on the following:

- Stewart mentioned that the Commonwealth Games are potentially coming to Victoria and may be looking for facilities.

FOR INFORMATION

9. a) JDF Arena Improvement Project

Wade Davies, manager of operations commented on the following:

- The preliminary budget came in higher than expected. After re-assessing, the budget is now within the expected estimate but includes the removal of the stand upgrades.
- The replacement of the floor and boards are mandatory, the players' boxes will be moved to the other side then the order of items to be completed depending on price is the replacement of the heat exchange, the relocation of the ice pit and the replacement of the stands. If the ice pit and stands can not be done within this project's budget, they will be completed at a later date. Maintenance staff are doing as much of the demolition of the boards as possible to reduce costs.

b) JDF Childcare Centre Project

Geoff Welham, manager of recreation commented on the following:

- The demo and building permits have been approved by the City of Colwood.
- The upstairs floor is now off-limits to all staff.

- The construction manager's superintendent is now onsite every day.
- Construction is tentatively scheduled to start in early January.
- The ISC will shut down for a couple of weeks over Christmas to accommodate scaffolding in front of the upper level windows in order to install the sprinklers and re-frame the wall.

c) Administrator's Report

Grant Brown, administrator commented on the following:

Administration/Human Resources

The evaluation of the Recreation Management Software RFP has concluded and Intelligenz Recreation and Facility Management software has been selected. Staff will now begin work on a 5-year service agreement and planning the implementation process with a targeted Go-Live date of August 2021.

October has been a month of budget with the team planning for 2021 and closely reviewing the status of 2020. The status of WSPR's 2020 revenue and expenses has been closely monitored by all department heads. Finance has worked closely with each of the departments to finalize projections to ensure we're on track to finish as projected and reduce any risk of an operating deficit. Training has begun for the receivables clerk's maternity leave. As a cost savings, due to COVID, the Food and Beverage Supervisor position is training to cover the AR desk for the interim.

Operations

Maintenance

Increased cleaning continues throughout the facilities and new mist sprayers were purchased to disinfect larger areas such as stands and showers.

The last 2 library air handling units have been installed, all 6 units are now less than 4 years old. Update work has been completed on the Cenotaph including revitalizing the front plates and concrete work on the front steps. A large section of the duct system over the pool deck is being replaced. Staff are currently painting them and they will be installed in late November.

Plans for our annual Ammonia Awareness Month (November) are underway. This year will include workshops on our Ammonia One Plan and training sessions with our refrigeration contractors and plant operators to increase staff's knowledge and capability in our refrigeration plant rooms.

Annual fall maintenance has begun as the site is prepared for colder months, including the cleaning of roof top drains and the restart of heating systems.

Parks

The recent high winds have led to 8 trees falling over. The garden by the front entrance has been cleared in preparation for the new playground installation that is part of the childcare centre project.

Wear is beginning to show in the goalmouths due to the high usage. Staff have completed the fall fertilizer application that will encourage growth in these areas.

The golf course has also received its fall fertilizer application and the tee boxes and fairways have been over seeded.

Programs

Community Recreation

Planning is underway for winter programming, and we anticipate a busy January, particularly in fitness. Registration took place for the second session of the new pottery 'open time' sign-up slots with the majority of sessions being full. Pottery classes and workshops continue to be popular. Staff have diversified programming, offering Homeschool Art, Pottery and Technology classes for the homeschool community and have run Home Alone classes in the schools. Home Alone and Babysitting classes have grown in popularity and staff have added classes to meet the demand.

Preparation work has started at Centennial Centre for the pottery studio move slated for January 2021. Upgrades to the electrical, plumbing and fire proofing are required before the move can take place.

Fitness and Weights

Weight room use continues to increase as fall weather begins and the days grow shorter. Interest in personal training services has also grown, with both previous and new clients booking sessions.

We continue to adjust fitness programming based on attendance and registration numbers. Several fitness classes are full (with a reduced maximum capacity), and where possible, additional classes have been added to accommodate those on waitlists. Indoor cycling is a popular choice, and additional weekend classes have been added to supplement the 8 existing weekday classes.

Sports

The WHL combine took place on the weekend of October 16-18 with strong numbers in both the older and younger age groups.

Registered sports programs are having good attendance numbers but some of the sport contractors are having trouble hiring and keeping staff. The indoor sport complex is busy each evening from 230-5pm for afterschool care and then rentals from 5-10pm.

After much interest from the community to re-start pickleball, staff have created daytime and evening sessions for registration and rentals. Pre-registration for adult and family public skates began at the end of October with strong numbers for public skating at the Q Centre in November.

The golf course continues to have a banner year. Revenue has exceeded last years October in the first 14 days even with the stormy weather over the last week. Frozen meal sales so far in October out of the Pro Shop are at 34 in the first 14 days. The Pro Shop has been converted into a Pro Shop/Skate Shop through the additional provision of professional skate sharpening and hockey gear sanitizing by one of our staff who is also one of the equipment managers for the Victoria Royals.

Food & Beverage

The last of the grant funding for frozen meals was dispersed on Oct 9th at the Living Edge Market. For our Thanksgiving offering, we were able to create 150 "turkey dinners" to give away which was very well received by the patrons. Typically, the preparation of a turkey dinner meal would be more labour intensive and costly because of all the components but we were able to keep costs low thanks to the food donations we received from the Senior's Center when they cleaned out their freezers.

Several people at the Living Edge Market expressed their gratitude to us for making an extra effort on the holiday meal, because they would not have otherwise been able to enjoy a turkey dinner.

After the Salvation Army discontinued the hamper pickup on our property, they started purchasing 300 meals per week for the month of October which are being delivered to their Quadra Street address.

FOR INFORMATION ONLY

Grant Brown, administrator added the following to the report:

WSPR staff have developed guidelines for user groups to follow if they wish to include spectators at their events.

There will be a staff address on November 26th in lieu of both the yearly staff day and yearly staff Christmas lunch to acknowledge the hard work and commitment over the last few months.

IN CAMERA

10. N/A

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS WADE AND ANDERSON THAT THE MEETING BE ADJOURNED AT 6:02PM.
CARRIED