

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, May 13th, 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
April Luchinski, manager of human resources
Nicky Brown, community recreation coordinator
Bobbi Neal, community recreation
Lisa Lehive, community recreation
Erin Pirot, community recreation
Chantelle Bremner, recorder
Teresa Janisch, recorder

STAFF ABSENT: N/A

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 5:32pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS ANDERSON AND PARKINSON THAT THE MINUTES OF THE REGULAR MEETING HELD APRIL 8TH, 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:

- Thank you to all staff for adapting as quickly as they have with all of the public health orders.

STANDING COMMITTEES

6. a) Finance Committee

Stewart Parkinson, finance committee chair commented on the following:

- Meeting occurred earlier today. Budget is on track and the staff are commended for staying on top of things.

MOVED/SECONDED BY DIRECTORS WADE AND ANDERSON THAT THE 1ST QUARTERLY FINANCIAL REPORT BE APPROVED AS PRESENTED.

CARRIED

OLD BUSINESS

7. N/A

NEW BUSINESS

8. N/A

FOR INFORMATION

9. a) **Community Recreation Report**

Community recreation team highlighted the following:

Board thanked Nicky and her CR team for their presentation – it was well done.

b) JDF Arena Improvement Project

Wade Davies, manager of operations highlighted the following:

- The floor is now ready for concrete to be poured.
- Project is on budget.

c) JDF Childcare Centre Project

Geoff Welham, manager of recreation highlighted the following:

- Flooring has been installed and walls have been painted.
- Construction on the outdoor play area will begin soon and was scheduled for the end of the project timeline to eliminate as much public disruption as possible.

d) Strategic Plan and Priorities 2021-2025

Grant Brown, administrator highlighted the following:

- Staff are itemizing action steps to address the items included in the strategic plan and priorities. Another update to the board will be done in the fall.

e) Administrator's Report

Grant Brown, administrator highlighted the following:

Administration/Human Resources

The website upgrade request for proposal competition has concluded, and Upanup Studios Inc. was chosen as the successful proponent. Upanup is a local website design company whose proposal stood out from the other submissions as they have worked on other recreation department sites, including those in Greater Victoria.

The recreation software project continues to progress with the training of WSPR staff and the building of the new database. Both the JDF Arena and Childcare Centre projects are in their final stages and on target for June completions.

For the first part of April, the finance team successfully completed the 2020-year end, audit, the financial statements and the presentation of the statements to the board. The team continues to closely analyse this year's revenues and expenses and will begin the 2022 budget preparation shortly. A request for quotation is being developed, seeking a consultant who will work with staff on a comprehensive asset management policy.

The human resources team has connected with a nurse specializing in resiliency training who will be hosting 2 virtual sessions in early May to help staff develop tools to cope with these challenging times. Shorter follow up sessions will be scheduled in the coming months. COVID-19 health and safety standards for staff remains an organizational focus. Bargaining is expected to begin mid to late May and preparations with the GVLRA are under way. Training for supervisors that covers their workplace health and safety responsibilities will be taking place in early May.

Operations

Maintenance

Crews have been rejuvenating the exterior of the JDF Arena entrance in anticipation of the opening of the Childcare Centre, creating an inviting entrance for families. Servicing of mechanical equipment continues including the rebuilding of the pressure release valve in the clubhouse, defrosting of the fieldhouse evaporator coil, replacement of an exhaust fan in the Q Centre Arena and the decommissioning of a redundant fire panel in the upper clubhouse.

Annual servicing of the library and senior's centre heat pumps, as well as the Q Centre Arena's air handling units and dehumidifier were completed.

First aid training for the maintenance crew has started, as we increase the number of OFA 1-trained staff to meet our WorkSafeBC coverage requirements.

Work continues on the new maintenance training guide package, which will ensure consistent thorough training of new staff as well as reference documents for current staff.

Parks

Seasonal positions have been filled to help crews maintain the WSPR outside spaces. Focus has been on getting the fields and lawn bowling greens read for the upcoming season. The weeding, planting and general garden bed work has begun, beautifying the WSPR grounds.

The golf course, tennis courts, pickleball courts and basketball courts are all seeing high usage as the public seeks outdoor activities with the improving weather.

Programs

Community Recreation

Staff continue to work on the 2021/22 Afterschool care, Preschool and Daycare registrations. All ASC spots are full with 95% of the spots being filled with full time registrants (Mon - Fri, 3 – 5:30PM).

Daycare has 22 of 24 spots filled, staff are reaching out to parents with underage children to see if they wish to hold their spot until their child reaches 36 months. Fall preschool classes are over 60% full which is great for this time of year.

The month of June is a celebration of First Nations, Metis, and Inuit. A 16-member committee that is a combination of Nations, indigenous serving agencies and community groups who are planning for a month-long virtual celebration. Throughout the month, there will be sessions that celebrate our indigenous communities and highlight our partnerships.

A drum making workshop will host 100-150 participants virtually who will make a traditional drum and then play together on National Indigenous People Day on June 21st. West Shore Parks & Recreation will assist in compiling the drum kit supplies and the registration into the workshop. This workshop is in partnership with M'kola housing, Victoria Foundation, Royal Roads University Indigenous Engagement Department.

Aquatics, Fitness and Weights

The April-June swimming lesson set began the week of April 6th-13th. The spring set includes the addition of modified group lessons, in addition to the continuation of private class bookings. Waitlists for swimming lessons are large, as capacity limits significantly reduce the number of participants that can be accommodated within each class, and the number of classes which can be offered simultaneously. Additional classes have been added where pool space and overall safety allows.

Reservations opened on April 21st for all May swim times, and uptake continues to be strong. Weekend family swims continue to be the most popular option, with all available swims filling within an hour of reservations opening. Additional lane and leisure swims have been added to Monday and Wednesday evenings for the month of May, and additional family swims were added over the May long weekend.

The first two youth swims ran successfully at full capacity. Based on an assessment of the first two swims, staff have increased the capacity for future youth swims. The youth-only swim time is available by advanced reservation, at a reduced cost of \$2.

The new Public Health Orders announced on March 29th led to the suspension of all remaining indoor group fitness programs, and AquaFit programming in the pool. In addition, equipment in the weight

room had to be reconfigured to allow a minimum of 2.5 metres spacing, rather than 2 metres. Masks are now required at all times, including during exercise. Staff responded quickly to all changes by cancelling programs, updating signage and safety plans, and communicating the changes with participants. Patrons have been understanding of the changes and are grateful for any facilities and services which remain open.

Sports

The Q Centre Arena ramped up with some new Spring Hockey groups in April including Hockey Evolution, Brandon Wong Hockey, Kowalko Hockey, LSGT goalie training and more. Unfortunately, BC Hockey put some restrictions on spring camps for the BCHL and VIJHL so they have had to reschedule their April bookings for camps to the summer. Even with the nice weather, public skates continue to be popular at the Q Centre Arena as we are offering 3 reserved drop-in sessions per week.

Fall facility booking requests began trickling in this past April and spaces are filling up fast.

The popularity of the golf course has continued being one of the pandemic's "things to do". We saw 3,666 rounds in March (3rd highest on record) and 4,316 rounds in April (5th highest on record). April's revenue was \$68,000, contributing to the \$100,000 increased net revenue compared to last year. Red and white wine has now been added to the menu at the pro shop.

Food & Beverage

As mentioned previously, 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:

- We are currently awaiting information from the Western Lacrosse Association as to whether or not they will have a season this year.
- We have recently applied for a student position to work with the CR team.

MOVED/SECONDED BY DIRECTORS WADE AND PARKINSON THAT THE REPORTS FOR 9.A), 9.B), 9.C), 9.D) AND 9.E) ARE RECEIVED AS PRESENTED.

CARRIED

IN CAMERA

10. ***MOVED/SECONDED BY DIRECTORS KOWALEWICH AND ANDERSON THAT THE MEETING MOVE IN CAMERA.***

CARRIED

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 section 1.(2)(b) negotiations between West Shore Parks & Recreation and a third party.

ADJOURNMENT

11. ***MOVED/SECONDED BY DIRECTORS WADE AND PARKINSON THAT THE MEETING BE ADJOURNED AT 7:06PM.***

CARRIED