

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, February 10th, 2022, via Microsoft Teams**

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

ABSENT: N/A

STAFF PRESENT:

Grant Brown, administrator
Wei Wu, manager of finance and administration
Wade Davies, manager of operations
Geoff Welham, manager of recreation
April Luchinski, manager of human resources
Teresa Janisch, recorder

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 5:33PM.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS ANDERSON AND WADE THAT THE MINUTES OF THE REGULAR MEETING HELD JANUARY 20TH, 2022, BE APPROVED AS PRESENTED.
NO ERRORS, NO OMMISIONS.
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. *Kyara Kahakauwila commented on the following:*

➤ No specific comments.

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. a) Afterschool Care changes

Geoff Welham, manager of recreation, highlighted the following:

- Our current 2021/22 ASC program requires us to pick up 138 children from nine different schools per day, in two school districts, #62 and #61.
- Due to severe staffing shortages this year we haven't been able to run at full capacity.
- The decision was made for the 2022/23 school year to eliminate one bus route that results in 11 children (8 families) from Lakewood and Millstream elementary without afterschool care. It does not affect the number of kids we care for as the 11 vacant spaces will be filled by siblings of existing children in the program as well as with children on extensive waitlists.
- Program staff also looked at contracting out the bus service portion to Wilson's transportation. The quote received was \$400/day for bussing only. This would be an additional \$75,000 expense annually and not feasible for the program.

There was group discussion in regards to the families being affected as they were mostly Highlands residents. The board members voiced concern about distancing them from the program but understood the decision. WSPR staff stated that if the parents were able to leave their job and bring the child(ren) to the rec centre, we could accommodate them in that way.

MOVED/SECONDED BY DIRECTORS PARKINSON AND WADE THAT THE REPORT BE RECEIVED AS PRESENTED.

CARRIED

FOR INFORMATION

9. a) Maintenance report

Ron Dietrich, maintenance supervisor, presented a PowerPoint presentation that highlighted the maintenance department, including the staff.

The board thanked Ron for the presentation and showed their appreciation. It was very well received and quite informative.

b) Strategic Plan and Priorities 2021-2025 Update

Grant Brown, administrator, highlighted the following:

- Additions since the fall update are noted in bold on the report. The next update will be in June for the owners.

c) 2022 Budget Process Update

Grant Brown, administrator, commented on the following:

- Approval has been received from Colwood, Langford, and Metchosin. View Royal just received their presentation this past Tuesday and it was approved to go to council.
- Highlands presented it to their council this past Monday night and it was approved.
- Budget should all be passed by next week.

d) Administrator's Report

Grant Brown, administrator, highlighted the following:

Administration/Human Resources

The finance team has begun the lengthy process of reconciling all general ledger accounts and closing off 2021. Many year-end related deadlines fall in early January, keeping the team very busy. February will be dedicated to preparing for the auditors who will begin their work in March.

Unfortunately, the Asset Management Plan project stalled in late 2021 as staffing vacancies required the alteration of short-term priorities. As the affected areas, namely finance, return to full staffing compliment, the work will pick back up and timelines re-established.

Human Resources is also heavily involved in year-end, assisting finance with payroll matters. The Retention and Recruitment committee held a follow up meeting to discuss their short and long-term plans. A more targeted approach using social media will be used to increase awareness of specific areas that are experiencing staffing shortages versus generalized "We are Hiring" messaging. Early February sees the HR staff involved in an arbitration hearing and a labour management meeting with the union.

The Senior's Association has deferred their opening and are planning on opening at the end of February after the next restrictions announcement. 695 seniors have already registered and are eager to get back to their friends and programming.

The West Shore Coalition was chosen by Hoyne Brewery as the featured charity in October, partial proceeds from the sale of growler fills from the Growler Station at the brewery. A total of \$1,150 was raised through this fundraiser.

Operations

Maintenance

Although a shortage of staff remains in the department, a recent hiring of five auxiliary staff is a welcome addition to the crew. General mechanical maintenance continues as staff work to ensure vital equipment runs optimally. The glass in the Q Centre press box was recently replaced with tempered glass, as an errant puck resulted in damage. The closure of fitness programs for much of January allowed crews to take care of many lingering maintenance items that were scheduled for the summer. This included the painting of offices, repairing and painting weightroom walls and moving equipment to accommodate the required spacing. The recent heavy rains led to the discovery of leaks in the roof above the Kids Cove and the JDF Arena lobby entrance. These have been repaired.

Parks

The fields are holding up well, however, are beginning to show wear and tear. User groups tend to use the same areas of the fields for practice and have been asked to move drills around. Usage guides for all the mobile equipment are being developed to ensure all staff are safe and the equipment is maintained. These include pre and post usage checks which are part of WorkSafeBC requirements.

The golf course remained closed for several days to allow the snow to melt and the greens and fairways to dry. "No Sheltering" signage is being installed around the park to dissuade the public from sleeping onsite. Crews have dug two trenches to allow for new electrical lines that will power some of the parking lot lighting that has become disconnected.

Programs

Community Recreation

Staff continue to work hard to cover all the staff shortages due to the new Omicron variant. The goal is always to keep programs running and we are thankful for all staff being so flexible and jumping into different areas to help. Special thanks to Eugene from fitness for helping in the afterschool care program while the weightroom and fitness area was closed.

Due to the reorganization of the arena and sports area, the community recreation team took on the sport programming portfolio and hired Donovan Coates as the youth and sport programmer to cover Carly Nurmsoo while she is on maternity leave. In his first few weeks he has found extra time in the ISC to add 3 new daytime pickleball sessions. Danielle Turner has been hired as the new afterschool care programmer. She will start part time hours in February and fulltime in April.

Staff have started the hiring process for spring break and summer camp staff, and the planning for the summer season. Nearly all spring break camps are full. As well, the annual process to apply for the summer jobs federal grant application for summer camp staff, lifeguards and parks workers, was completed with an announcement likely received in April.

Geoff met with staff and began the planning process for the childcare space's art project. In addition to the call for artists from the 5 member municipalities there will be a call for a youth and first nations artist to assist us with an art install in both the West Shore room and new Youth room. The two added spaces will be funded by WSPR and will include a \$500 honorarium as we are undertaking with the owner municipalities.

A Female Fundamentals Workshop was held for free in January with grant funding from an anonymous funder through Physical Literacy for Life. 17 participants from different organizations joined a Sport for Life presenter to learn why girls and women participate less in sport, drop out more and how we can create safe and welcoming environments and programs for girls in our centres. The Girls Got Game program started in January with 17 girls registered.

Centennial Centre underwent its annual shutdown in early January. The lobby and Oak room received a refresh, new sinks were installed in all washrooms, and general maintenance and repairs were completed throughout the inside and outside of the building. The art studio (Spruce Room) was reorganized in preparation for January art programs including a new community favourite, preschool pottery workshops. Children aged 4-7 years can try out a one-hour pottery workshop where they create a pottery project from start to finish including hand building and glazing. Their items are then fired in our onsite kilns. The young artists are so proud of their creations when they see the finished projects.

Aquatics, Fitness and Weights

The month of January started off with both the weightroom and fitness classes closed to the public due to the December 22nd, 2021, Provincial Health Order restrictions. The fitness department utilized this time to complete tasks that are difficult to complete during normal operations including deep cleaning, maintenance and updating small equipment. The fitness studio received a few new pieces of small equipment, and the storage room was reorganized. The Maintenance department assisted the fitness department in completing maintenance and repair tasks that had been previously scheduled for a separate shutdown in summer 2022. These tasks included repairs to walls, paint, equipment maintenance and deep cleaning.

On January 20th, 2022, the weightroom was reopened to the public for reserved drop-in times with a maximum of 36 participants. Time blocks are 1 hour and 45 minutes with a 15-minute break between sessions for cleaning and air ventilation. Patrons can reserve their times through the website, in-person or by phone through reception. Group fitness classes resumed January 24th and saw a slow return of participants to classes. Class numbers have been maxed to 15 to ensure adequate distancing and have longer breaks between classes for air ventilation.

Overall, patrons have been very positive and appreciative of the weightroom and fitness classes resuming and are abiding to all restrictions. We hope to see growing numbers as activities return.

The change to the health order in December also affected pool use through January as staff had to plan effectively to adapt to the increased COVID numbers and mandatory POV for all pool users and spectators as new programs were starting up. Despite some swimming lessons being delayed due to instructor illness, we are seeing a successful start to our programs. Adaptations were made to ensure that instructors and participants can safely distance from one another, and our latest new hires are doing a fantastic job. Our AquaFit program was initially delayed due to staffing issues, but it has resumed late January with excellent participation numbers. We have added a deep-end only class on certain days and are currently offering a total of six classes a week.

Sports

The department continued hiring staff, adding to the food & beverage, security, and skate shop teams.

January brought Erin Pirot back to the arena and events team after helping with community recreation for the last year. Her new role is the arena and events programmer. The department is thrilled to have her back.

The Intelligenz software program and staff training continued into January and now all departments are up and live with the new system. There are some great new features for the bookings staff. The staff have been patient and understanding while everyone works through the challenges inherent while learning a new system.

The poor weather and snow continued to hamper the golf course in the early part of January but now that the snow has gone the course is busy on the days where the weather cooperates. Staff are still learning the new reports that will give us the statistics that are equivalent to the old system. Stay tuned on some fun golf stats in the months to come.

The new skate staff attended the regional skating lesson instructor training workshop on January 23rd. This has been a great regional initiative where all the recreation centres send their staff to be trained as an instructor with a program that is consistent across our region, like swimming lessons. This allows any child to move from recreation centre to recreation centre for lessons.

Some of the events that were mentioned last month are becoming a reality now. BC hockey will host the U15 & U16 Program of Excellence camps April 1-3 in The Q Centre Arena. 15 and 16-year-old players from across the province will attend stage one of their attempt to make team BC for their respective age group.

Inclusion, Diversity and Equity

Daycare, preschool and afterschool care currently have 12 inclusion children that are being supported by WSPRS staff and funded through Island Health. The LIFE program is now accepting new membership for 2022. The Francophone Society of Victoria had an open house on January 22nd to promote their upcoming children's French programming which is running on Saturdays in the senior's centre. They are running children's dance, art and theatre programs along with a yoga in French program on Tuesdays in the Fieldhouse.

The Intermunicipal Health and Recreation Providers (HARP) Older Adult Subcommittee is offering programming for seniors who are staying at home and isolating. A 6-week program where a box of activities is provided each week and the session is done online or over the phone. WSPRS will also be working with M'akola Housing to offer an indigenous session in the spring.

Grant Brown, administrator, added the following to the report.

- The asset management plan is still ongoing and due to some staffing changes, it had slowed down. It is starting to pick back up and there will be a March update.

There was a comment from the board that when we are looking at next year's budget process, there will be new councils in place so having the asset management plan would be good to bring forward to them.

- The Seniors have delayed their return until the province's next update. They should be opening up later this month.
- Donovan Coates is our new sports programmer who is covering a maternity leave; and Danielle Turner is our new ASC programmer.
- We also welcomed the return of Erin Piroto to the arena and events programmer position.

MOVED/SECONDED BY DIRECTORS ANDERSON AND WADE THAT THE REPORTS for 9.A), B), C) AND D) BE RECEIVED AS PRESENTED.

CARRIED

RON DIETRICH LEFT AT 6:26PM

IN CAMERA

10. ***MOVED/SECONDED BY DIRECTORS WADE 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 3.(2) of the Board policy shall be excluded on the basis of section 1.(1)(c) labour relations or other employee relations.

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS WADE AND PARKINSON THAT THE MEETING BE ADJOURNED AT 6:42PM.
CARRIED

ADOPTED on March 10th, 2022