

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, April 14th, 2022, in Seniors 201**

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

ABSENT: Damian Kowalewich

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
Rob Wilson, arena and events coordinator
Bryan Wood, parks supervisor

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 5:51PM.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS WADE AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 10TH, 2022, BE APPROVED AS PRESENTED.
NO ERRORS, NO OMMISIONS.
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. *Kyara Kahakauwila, chair, commented on the following:*

- Thank you to staff and the audit team and KPMG. Appreciate the in-person presentation that was made this year – they have been missed over the past couple of years.

STANDING COMMITTEES

6. Finance committee

Stewart Parkinson, finance committee chair commented on the following:

- Auditors from KPMG attended the finance committee meeting and presented on the WSPRS 2021 Financial Audit Findings Report. The finance committee recommends that the WSPRS board of directors approve the WSPRS Financial Statements for the 2021 Fiscal Year.
- Grant Brown, administrator, recommended increases to the 2022 insurance deductibles to keep them in line with the budget.
- Grant Brown, administrator, proposed an amendment to the 2022 capital project schedule upgrade for LED lighting in The Q Centre Arena and The JDF Arena.

MOVED/SECONDED BY DIRECTORS WADE AND ANDERSON THAT THE FINANCIAL STATEMENTS FOR THE YEAR ENDING IN 2021 BE APPROVED AS PRESENTED.

CARRIED

MOVED/SECONDED BY DIRECTORS PARKINSON AND WADE THAT THE CHANGE TO THE INSURANCE PREMIUMS BE APPROVED AS PRESENTED.

CARRIED

MOVED/SECONDED BY DIRECTORS PARKINSON AND WADE THAT THE CHANGE TO THE 2022 CAPITAL PROJECT SCHEDULE UPGRADE FOR THE Q CENTRE ARENA LIGHTS AND THE JDF ARENA LIGHTS BE APPROVED AS PRESENTED.

CARRIED

KPMG STAFF LEFT AT 5:53PM

OLD BUSINESS

7. a) Asset management plan update

Grant Brown, administrator, commented on the following:

- Brief update for board members. There will be a presentation to the board towards end of May and then to the Mayors and Council in June.
- We have a complex asset management piece. Funding for it flows through our reserves.

b) Tenant advertising update

Grant Brown, administrator, commented on the following:

- Overview for the board. Neither club wants to go with what has been proposed. We're still in ongoing negotiations.

MOVED/SECONDED BY DIRECTORS WADE AND PARKINSON THAT THE REPORTS for 7. A) AND B) BE RECEIVED AS PRESENTED.

CARRIED

NEW BUSINESS

8. N/A

FOR INFORMATION

9. a) Arena and Events report

Rob Wilson, arena and events coordinator, presented a PowerPoint presentation that highlighted what WSPR has done over the last year and what will be happening this year. Also highlighted the staff changes in the department.

b) Parks report

Bryan Wood, parks supervisor, presented a PowerPoint presentation that highlighted capital improvements (equipment and other assets); and maintenance.

ROB WILSON AND BRYAN WOOD LEFT AT 6:36PM

c) Call for Artists update

Geoff Welham, manager of recreation, commented on the following:

- We closed the request for applications and had a great uptake from 3 out of the 5 municipalities – Highlands and Metchosin did not have any applications.
- We had over 20 applicants including indigenous artists, and youth artists.
- We will have one judge from each municipality and currently still needing one from Langford.

d) Finalized board of directors 2022 meeting schedule

- *Everyone has received this information now, including all deputy clerks.*

e) 2022 Energy report

Grant Brown, administrator, highlighted the following:

- A continuation of last year's update on the work that has been done. The trend is still a decrease in consumption. We will continue to make improvements as we can.
- Another grant has been applied for that will see all lights converted to LED that have not already been done.

f) Administrator's Report

Grant Brown, administrator, highlighted the following:

Administration/Human Resources

The annual audit took place during March which saw KPMG staff onsite for five days. Staff worked with the auditors to address process changes due to the change in recreation software, as well as provide explanation for financial improvements realized by WSPRS as COVID-19 related restrictions were lifted. The finance team will now shift their focus to 2022 and closely monitor WSPRS' financial progress.

The flexible work week trial that was agreed upon in the fall contract negotiations has been rolled out with a handful of staff participating. The successes and challenges of the trial will be reviewed with the union through the 1-year term with the goal of developing a successful program that will aid in staff retention and recruitment, as it supports a healthy work/life balance for the WSPRS staff. The

staff eligibility for trial participation was purposefully restrictive to improve its chances of success and options to expand eligibility will be explored at its conclusion.

WSPRS has received grant funding for the long awaited skatepark, however, we are unable to announce the name of the provider at this time. These funds will be matched with municipal contributions and fundraising efforts to see this project come to fruition. The skatepark will be located in the lower park adjacent to the volleyball courts. A Request for Proposals (RFP) has been issued on the BC Bid website and closes on April 20th, 2022, at noon.

As a method to further strengthen the WSPRS brand, staff will be making some improvements to the exterior signage. This includes: refreshing the logos on the marquee street sign, as well as the addition of lit signage at the main entrance to the JDF Recreation Centre, resulting in improved site recognition and entrance lighting. Furthermore, regular staff were provided with new updated WSPRS shirts as a thank-you for their continued dedication and hard work.

Operations

Maintenance

A few significant mechanical failures were experienced in March. The Q Centre dehumidifier chain sprocket came loose and required new rivets be put in. The chain was reinstalled and aligned. The Q Centre air handling unit #2 gas blower failed and as a result the upper lobby was receiving heat. The blower was replaced with a used unit that will suffice until these units are replaced later in the year. The pool dehumidifier also had air flow sensor issues that required calibration and balancing to achieve negative pressure in the pool area.

The annual shutdowns for the kids cove, playroom and kids cottage took place. Walls were renovated to remove some of the Netflix additions that lacked longevity. Floors and carpets were cleaned throughout.

Bi-annual service took place on air handling units in various buildings. All units had a full coil cleaning. The leisure pool UV system had its bulbs replaced and the unit was fully serviced, this occurs once every year and a half. Monthly preventative maintenance was completed on the pool pump strainers, and Pool ChlorKing salt water chlorine generators were acid washed and replaced.

The JDF Arena ice has now been removed and lacrosse line painting has begun as well as preparing for Cascadia's return to look after the arena board deficiencies.

Parks

Preparations are underway in many areas to ready the WSPRS outdoor facilities for the increased usage that comes with spring and summer. Aeration of the lawn bowl greens, fields, and golf greens are all underway. Fields will undergo their annual shutdowns shortly, allowing crews to conduct maintenance that interferes with normal usage. These shutdowns also allow fields to rest and recuperate after a heavy season of usage, which increases turf strength.

Programs

Community Recreation

Spring break was a very busy time in and around the recreation centre. A wide variety of camps ran with great numbers including preschool camps, 2 licensed camps, active camp, aspiring artists camp, a general camp at Centennial Centre, forest school, Soccertron, and horseback riding. Community recreation staff have been conducting summer camp hiring and it was great to see an increase in applications in comparison with recent job postings. Two new summer supervisors were hired, and we are in the process of hiring our general camp leader positions.

Our first ever “call for artists” was released. Local artists are encouraged to submit an expression of interest to design a piece of artwork which will enhance and provide vibrancy to the new program spaces at Juan de Fuca Recreation Centre. Deadline for submission is April 1st, 2022, at 5PM. We have had a lot of positive feedback around the call for artists from the school community, as well as local artists. We look forward to reviewing the submissions with each municipality.

WSPR was successful in securing \$14,000 in grant funding through the Canadian Parks and Recreation Association (CPRA) for the Youth Employment Experience program. This is the second time WSPRS has been a recipient of this funding. It will support a youth mentorship program for youth 15 – 30 years. The program incorporates a large customer service component which assists people using the programs and services of WSPR. Youth engaging in this employment experience will be familiarized and have meaningful interactions with the following sectors:

- Sport and community user groups;
- Arts and culture events and programming;
- Community partners such as School District 62, Island Health, Indigenous communities, ethno-cultural groups and youth service providers; and
- Onsite partners such as the Seniors Centre, WildPlay and the Greater Victoria Library.

Aquatics, Fitness and Weights

With the removal of the mask mandate, March has seen a tremendous uptick in all programming and drop-ins. There has been strong registration for most registered fitness, rehabilitation and wellness programs. 89% of registered programs ran successfully with many programs gaining momentum. Drop-in fitness classes will remain reservable, permitting patrons to reserve their spot in a class through the website up to two weeks in advance. In person drop-ins remain available, space permitting. This method has received positive feedback by both patrons and reception in helping to streamline the check-in process and experience.

The weightroom admissions have seen a steady increase with peak times reaching 60+ participants. The increase in usage has also been noted at nonpeak times, such as 9:00 to 10:00PM with more than average use. Signage has been posted to remind patrons to respect everyone’s comfort level with the easing of restrictions, as well as personal space and the weightroom will continue with added safety measures, such as personal cleaning spray bottles, enhanced cleaning procedures, and distanced equipment spacing.

In the pool area, the AquaFit program has expanded further with the addition of another instructor. We are now offering 10 classes a week, twice a day Monday – Friday. Feedback from these classes has been excellent. Spring break drop-in swims during daytime hours were frequently at capacity. Staff would manage a line-up in the main lobby to allow entrance upon spaces opening up.

Arena, Events and Golf

The Grizzlies regular season came to a completion on March 25th, and they are heading to the BCHL playoffs beginning on April 1st in Langley. Games 3 and 4 will be on April 5th and 6th at The Q Centre Arena. The Grizzlies also held their annual spring assessment camp on March 23rd and 24th.

The ice came out of the JDF Arena on March 29th to make way for the completion of the snow pit which is scheduled to begin the following week.

The ISC held the provincial Judo championships on March 18th, 19th and 20th. This was a new event for the space, and it was very well received by organizers and participants.

All three outdoor playing fields were home to a U18 7s Rugby tournament on March 18th as JDF Soccer has now finished for their season. The box lacrosse and ball seasons are now underway.

Inclusion, Diversity and Equity

The recommendations from the regional LIFE program review completed in 2019 are being implemented for 2022 after being paused during COVID-19 restrictions. WSPRS is seeing an increase in “Newcomer” families with refugee status and anticipate more as local families assist family members from the Ukraine.

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

- The VIHA testing site has concluded and demolition has begun. The last day of operation was April 10th, and final walk through will be April 26th. The Seniors will then have full access to the facility.
- The Skatepark RFP has been posted and closes on April 25th. Geoff Welham advised that he talked with the funders this week and can announce the project will move forward, just cannot name the funders yet. The Minister responsible is travelling throughout BC but there are no plans for a stop here in the West Shore to announce the project. We will be choosing a contractor once the RFP closes and would like to announce it then.
- This week concluded a very successful spring/summer registration. There were staggered registration days to help with the server load. Changes had been made on the backend to Intelli. No dropped registrations or payment issues. We're about 3x ahead of where we were last year. Our only limitation is space and staff. Swimming lessons are still the most popular item.

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

CARRIED

IN CAMERA

10. **MOVED/SECONDED** BY DIRECTORS PARKINSON AND WADE 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.

WADE DAVIES, GEOFF WELHAM, WEI WU, AND APRIL LUCHINSKI LEFT AT 6:51PM

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS KAHAKAUWILA AND ANDERSON THAT THE MEETING BE ADJOURNED
AT 7:25PM.
CARRIED