

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, May 12th, 2022, in West Shore room**

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

ABSENT:

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
Nicky Brown, community recreation coordinator

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 5:30PM.
 - There was agreement made by all members in attendance to amend and move the "For Information" item 9. a) to present at the beginning of the meeting.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS PARKINSON AND KOWALEWICH THAT THE MINUTES OF THE REGULAR MEETING HELD APRIL 14TH, 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:*
 - On Wade's pending retirement, thank you for all your contributions from all of us.

- Thank you to Wei for the Q1 financial presentation.

STANDING COMMITTEES

6. Finance committee

Stewart Parkinson, finance committee chair commented on the following:

- The budget financials are currently on track.

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

CARRIED

OLD BUSINESS

7. a) Asset management plan update

Grant Brown, administrator, commented on the following:

- Had hoped to present to the board by the end of this month, however, it is looking like it will be early June. It will be with ROTH IAMS and take approximately 60-90 minutes.
- It will then be presented to the owners for approval.

b) Tenant advertising update

Grant Brown, administrator, commented on the following:

- We have a 1-year advertising agreement that is being shared. It will be signed and stand-alone. Prior to the start of the Grizzlies season, both groups will meet and discuss a more equitable split. The new agreement will then be built and will start in May 2023.
- Once the advertising piece is completed, the rental piece will then be separate. A 5-year transition plan will be created so that it's fair and can be adjusted to their business plans.

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

CARRIED

NEW BUSINESS

8. a) Pickleball update

Grant Brown, administrator, commented on the following:

- Had a good meeting with the president and vice president of the Pickleball Association, as well as a Colwood resident. They are wanting a contingent land commitment.
- WSPRS is the ideal location for pickleball courts. There are, however, some concerns over putting new courts down past the current tennis courts.
- Looking at resurfacing and painting pickleball lines on tennis courts 5 and 6. We wouldn't take away all the tennis access.
- A feasibility study is the first step to be completed. The group is taking it to their board to have it funded. They will prepare a report and come to the June board meeting.
- The feasibility study will also include future expenses that are required.

MOVED/SECONDED BY DIRECTORS PARKINSON AND KOWALEWICH THAT THE REPORT for 8. A) BE RECEIVED AS PRESENTED.

CARRIED

FOR INFORMATION

9. a) Community recreation and sport report

Nicky Brown, community recreation coordinator, presented a PowerPoint presentation and commented on the following:

- 'Sports' is a new addition to the community recreation team. We now have value-added programming in our daycare, and our Youth Nights are exploding here on Fridays.
- Call for Artists – the District of Metchosin will have Heather from Centennial Centre go to the Metchosin Preschool and do art with them and that will be the submission for that municipality.
- New Line Skate Parks has been selected as the design/build contractor for the new skate park. Geoff Welham commented we are currently working on a press release to go out very soon.
- We have been offered 10 spots on the canoe for National Indigenous Peoples' Day.

NICKY BROWN LEFT AT 6:03PM

b) Call for Artists update

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

- Has been discussed as above. It has been a successful process.
- Lisa Lehive will be completing a presentation for the AGM in June.

c) Administrator's Report

Grant Brown, administrator, highlighted the following:

Administration/Human Resources

Now that the annual financial audit has concluded, the finance team has much work to catch up on. Staff continue to evaluate the department's financial performance on a monthly basis.

The Skatepark RFP closed on April 25th. An evaluation committee has been struck to evaluate the submission. The committee consists of WSPRS staff and a West Shore Skate Park Coalition representative.

Human Resources participated in a multi-day online WorksafeBC training program that covered the management of workplace injuries through "Recover at Work" programs. The updated WSPRS Communicable Disease policy was rolled out with the lifting of COVID-19 restrictions and coincided with the removal of workplace COVID-19 policy. Preparations for the arbitration meeting schedule for early May are complete.

Operations

Maintenance

Maintenance on mechanical systems during April included the exhaust fan #2 for the Q Centre Arena changerooms which had its motor replaced and programming altered to be based on occupancy. Heat pump #1 at the Seniors Centre has an issue with its delta board, it is currently out for service with Island Temperature Control. The shower valves and tiles were repaired in the pool. The foyer carpet in the Fieldhouse was replaced. JDF Arena lighting has been replaced both inside and outside

the building. The glycol loop to the pool dehumidifier had a leak in the basement and was repaired.

Monthly preventive maintenance in the pool mechanical room which involves managing pool pump strainers, filters, and Chlorinating saltwater chlorine generators occurred as scheduled. The JDF Arena lobby floor was cleaned and rewaxed in anticipation for the home show. Annual shut down work has started in the Indoor Sports Complex (ISC) where lobby glass is being replaced with thicker tempered glass that is better suited for the space. The inside of the ISC is being painted and the JDF siding is being pressure washed.

VIHA transitioned out of the Seniors Centre and all areas are being returned to their pre-testing site state. Work is being reviewed and completed jointly. The 2022 service schedule has been set up with Cimco to ensure our ice plant rooms will receive all the required service for the year. Compressor #3 in the JDF plant room received a full tear down and rebuild. An inspection with Technical Safety BC took place in our plant rooms with our inspector; all the reported deficiencies were corrected.

Interviews for the auxiliary, facility maintenance worker 3 posting were completed with no successful candidates found. Interviews for auxiliary cleaners have happened and new hires are on the way.

Parks

An RFP has been issued for the replacement on one of the older afterschool care buses and it closes on May 12th. The golf course greens, tee boxes, and fairways have all been aerated and top-dressed. As well, the greens were verticut which will strengthen them for the upcoming season.

The lawn bowlers are back onsite; crews have aerated and top-dressed the greens in preparation. The summer seasonal staff will be returning over the next few weeks. These positions provide a much-needed boost to the team as the outdoor facility use increases with the nicer weather.

The annual field maintenance program continues with field #3 renovations complete. Field #2 renovations began April 25th, and field #1 began May 2nd.

Programs

Community Recreation

WSPRS Call for Artists – Reflections of our Communities is well underway. This artwork will be displayed in the new Childcare Centre and the Youth Room. In total, we received 20 artist submissions and the selection process with WSPRS staff and municipal representatives was well underway through the end of April. The submissions received were thoughtful and creative and will provide vibrancy to these new spaces.

Staff have agreed upon a sponsorship agreement with Gable Homes to bring back Neighbourhood Nights to Royal Bay on Tuesday Evenings in July & August. This weekly event is targeted for new, young families to come and enjoy the outdoors and recreate together.

A partnership agreement with the Pacific Institute for Sport Excellence has been established to bring the “Kids on Wheels” program to the 10-month preschool and daycare program children. The program offers children 5 days of learning to ride bikes, arts & crafts, and games for 1.5 hours each

day. As well, Camosun College dental students came into all the 10-month preschool and daycare programs to do a presentation on healthy teeth and the importance of visiting the dentist. Each child left with a goodie bag filled with toothbrushes, stickers, and toothpaste.

From a staffing perspective, summer camp hiring was completed and planning for summer camp staff training has begun. Interviews are underway for Art Camp instructors and an ECEA for the daycare. As well, staff have shortlisted applicants for summer inclusion positions, Active Afternoons and Kinderprep camps. An ECE daycare position is currently posted and closes on May 10th, 2022.

Aquatics, Fitness and Weights

April fitness & wellness programs continued to maintain strong registration with 81% of registered program offerings running successfully.

As of April 8th, 2022, the proof of vaccination requirement was lifted for admission into the weightroom and fitness/wellness classes. Enhanced cleaning procedures including personal cleaning spray bottles and distanced equipment spacing will remain in effect for both the weightroom and in fitness classes to maintain added safety measures and patron comfort. With the further easing of provincial health restrictions, the weightroom admissions have continued to rise, seeing many new patrons, and returning members. Attendance has been especially high later into the evening, up until closing which is new in comparison to pre-COVID attendance.

The Take Heart & Breathe Well cardiac and respiratory rehabilitation exercise program re-started on April 5th, 2022. The program welcomed back several previous participants and enrolled many new patients that had been waiting for the program's return.

In aquatics, the announcement that the Canadian Red Cross will be ending its national swimming program has prompted staff to evaluate the future of our programming. WSPR has offered an "in-house developed" early years program since 1982. After assessing transition options we've made the exciting decision to develop our own school-age program as well, with an expected launch in Fall 2022. Offering our own program allows us to develop our program for the unique needs of our community and adapt more quickly to changes such as the current staffing shortages.

April 6th and 7th were registration days for preschool and general aquatics programs. As expected, demand was incredibly high, and classes filled within minutes. Although staff have more than doubled the number of classes being offered for spring 2022 when compared to winter 2022 (276 compared to 130 weekly lessons) staffing shortages continue to limit the number of programs available for the community.

For spring 2022 we are offering all 4 courses required to become a fully certified aquatic worker: Bronze Medallion, Bronze Cross, National Lifeguard, and the first ever West Shore Swim Instructor program. This program will certify the first cohort of future WSPRS staff to teach the WSPRS swim program for the future. Public rollout of the program transition will begin in May, leading to the Fall 2022 launch.

Arena, Events and Golf

With the JDF Arena ice removal, arena staff have been busy going through the ice skates available for rent, deciding what replacements are required. Every few years the regional recreation centres come together and place a combined order of skates, ensuring all involved receive the best price possible.

Food and beverage staff have changed the Q Centre menus and pricing, as the cost of goods has increased quite a bit since the beginning of COVID. Staffing challenges in the F&B department continue and the recruitment of a line cook has been a real challenge in advance of the Shamrocks season.

The golf course had an average month of rounds for April and we saw roughly 3000 rounds. Rainfall for April was 180% of normal.

Both the Wolves and the Grizzlies camps were a success this month. The Wolves had the most kids they have ever had participate in a spring identification camp. PowerWest Athletics skating has wrapped up after a very successful season and will ramp up again once the ice goes back into the JDF Arena in late June. The lights in the JDF Arena have been changed out and it is like night and day!

Inclusion, Diversity and Equity

WSPRS is participating in the National Indigenous Peoples Day planning committee and Event. 2022 will see the return of the in-person event with displays, children's activities, vendors and performers. Launching this event will be the canoe protocols and races. The event will be on Tuesday, June 21st, from 10:00AM – 3:00PM at Royal Roads University.

The Boys & Girls club is now offering programs in our youth room on Wednesdays from 3:30-5:30PM until mid-June.

The Seniors Association have full use of the Seniors Centre as of May 1st. The walk through with Island Health was very successful. During the rental, Island Health provided accessibility improvements such as new curb cut outs, crosswalks, and lighting. WSPRS is seeing a continued increase in "Newcomer" families with refugee status, most notably individuals and families from the Ukraine.

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

- Four staff attended the BCRPA conference last week after its 2-year hiatus due to COVID. Those four will present what they learned at our May leadership meeting.

Discussion about adding more user-paid electric/fast charging stations on-site with any new builds/renovations. Grants are becoming available and we'll need to apply.

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

CARRIED

IN CAMERA

10. N/A

ADJOURNMENT

11. **MOVED/SECONDED** BY DIRECTORS WADE AND PARKINSON THAT THE MEETING BE ADJOURNED AT 6:37PM.

CARRIED