

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, June 16th, 2022, in the Fieldhouse**

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

ABSENT: N/A

STAFF PRESENT:

Grant Brown, administrator
Wei Wu, manager of finance and administration
Wade Davies, manager of operations
Ron Dietrich, maintenance supervisor
Geoff Welham, manager of recreation
April Luchinski, manager of human resources
Chantelle Bremner, recorder

PUBLIC PRESENT:

Connie McCann, the Victoria Regional Pickleball Association
Beverly de Haitre, the Victoria Regional Pickleball Association
Jules Van Rosebrook, the Victoria Regional Pickleball Association

CALL TO ORDER

1. The chair called the meeting to order at 7:32pm.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** BY DIRECTORS WADE AND PARKINSON THAT THE 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 MAY 12TH, 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:*

- Kyara thanked the staff for their continued work.

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. a) 2022 BC 55+ Games

Grant Brown, administrator, commented on the following:

- WSPR will host the 55+ Games from September 13-17, 2022, with the following facilities being rented: both arenas, the lawn bowls, pool, ISC, and the fields. Additional facilities may be used depending on availability.

There was discussion confirming that event signage would be posted alerting patrons to the high usage during that timeframe and possible limited parking. The board asked about an opening ceremony which staff will find out more information about and keep the board informed.

NEW BUSINESS

8. a) The Victoria Regional Pickleball Association

Connie McCann, the Victoria Regional Pickleball Association, commented on the following:

- Pickleball is the fastest growing sport in North America and is a blend of tennis, badminton, and ping pong.
- Youth have shown interest at a recent tournament.
- The Westshore is desperate need of outdoor pickleball-dedicated courts.
- WSPR is a great site as it is away from housing which is idea due to the associated noise level.
- The Victoria Regional Pickleball Association would like to offer \$12,000 towards a feasibility study.
- There are approximately 400 members in the Victoria Regional Pickleball Association.

The board asked the Victoria Regional Pickleball Association how many courts fit in a tennis court, and the answer of four was given.

The board asked the Victoria Regional Pickleball Association what type of funding the association would provide if the feasibility study was successful, and the courts were implemented. The association responded that they are in the process of starting a GoFundMe campaign which needs allocated land chosen prior to the next step. The association also expressed that they would fundraise within the community.

The board asked the association how much the City of Vernon paid for the development of their outdoor courts. The association replied that through a GoFundMe campaign, the City of Vernon raised 1.3 million which contributed to the development of 12 courts. Through various funding channels, South Cowichan paid \$700,000 for 6 courts.

The board asked the association about other planned locations which Topaz Park, and Centennial Park in Central Saanich were mentioned.

The board asked the association what the allocation of play time will look like if the courts are built. The association mentioned that they are open to suggestions and that a model similar to the City of Vernon could be followed which allows for the association to manage the booking of the courts by the members and the public.

The board asked if the association hopes for a building next to the outdoor courts for indoor courts similar to the City of Vernon. The association replied that the feasibility study would provide an answer to whether there was a need or available space.

The board assured the association that court availability for youth programming would need to be made a priority. The association is holding pro-d day camps at locations within the SD62 in the fall.

Grant Brown, administrator commented that there is a demand for pickleball court infrastructure and agrees that the WSPR site is ideal due to the noise level. So far, the proposed spot is next to the tennis courts. Following the feasibility study, hopefully a shelf ready proposal would be put together to apply for grant funding when they become available.

The board asked staff what the approximate cost of the feasibility study would be. Staff replied that the study would be approximately \$15-\$25 and that the selection of a consultant would go through an RFP process.

Instead of taking the funding from the Victoria Regional Pickleball Association prior to the completion of the feasibility study, the board suggested that the study be done first by WSPR and if a spot onsite is identified, the funding from the association will be collected.

It was decided that feasibility study would be completed first, with the terms of reference and agreement drawn afterwards.

Grant Brown, administrator commented that the expense associated with the feasibility study will be a part of the 2023 budget.

MOVED/SECONDED BY DIRECTORS WADE AND KOWALEWICH THAT WSPRS STAFF COMMENCE THE RFP PROCESS FOR THE HIRING OF A CONSULTANT FOR THE PURPOSE OF COMPLETING A FEASIBILITY STUDY ON THE DEVELOPMENT OF OUTDOOR PICKLEBALL COURTS ON WSPRS LAND.

CARRIED

THE VICTORIA REGIONAL PICKLEBALL ASSOCIATION LEFT AT 8:11PM.

FOR INFORMATION

9. a) Administrator's report

Grant Brown, administrator, highlighted on the following:

- Grant introduced Ron Dietrich, who will take over for Wade Davies in the role of manager of operations.

Administration/Human Resources

Initial meetings have been held with WSPR staff, West Shore Skatepark Coalition members and the project management company to discuss the timeline and next steps. Discussions are underway and information regarding the public consultation will be out shortly.

Wade Davies, operations manager is retiring at the end of June after working with WSPR for more than 30 years. First in the parks department and then moving into the management role. Wade has been a valuable member of the WSPR team, leaving his mark on many aspects of the facility and has contributed to the organization's many successes. Ron Dietrich was successful in the competition to replace Wade and has worked at Wade's side as the maintenance supervisor throughout Wade's tenure as a manager. Ron will step into his new role on June 20th and the competition to fill his vacant role is underway.

Human resources and payroll have been developing procedures to work with the numerous changes to the Employment Standards Act to ensure our payroll system can track and provide these new benefits to employees such as 5 paid sick days for auxiliary staff. Recruitment continues to be a high priority and HR has been working with individual departments to strategize options to help fill their vacant positions. Unfortunately, the mediation in May was unsuccessful, resulting in the case going to arbitration in the near future.

Operations

Maintenance

The ice has been removed in the Q Centre Arena and logos were stored for another season. The floor was painted, signs changed, nets strung, and the main dressing room was given a much-needed facelift as we prepare for the start of the Shamrocks season. After the home show, the ISC annual shutdown led to a full repaint and repair from top to bottom. JDF and Q Centre Arena plants were both shut down for the off-season and maintenance work has begun including compressor overhauls and tower cleaning. New data lines have been run for concession use at the Q Centre Arena to increase bar space.

Staff replaced a contactor on the ChlorKing system for the leisure pool and the fuse on the ChlorKing system for the lap pool. The power accessibility lift by the hot tub was repaired and an old diving block was removed off the pool deck.

The DDC network was mapped to help organize it better and reduce issues caused by IT changes to the system. The process of converting our pneumatic valves to solenoids was halted due to asbestos being found in the pipe insulation, which resulted in contractors being brought in to remediate.

Work on procurement documents for the pool roof and the Q Centre Arena air handling units is underway. The Q Centre Arena lounge carpet replacement was completed, and lighting replaced to brighten up the space. All alarm panels onsite have been reprogrammed to increase security onsite.

Juan de Fuca Arena lights are installed and are looking great. Work continues on the Zamboni ice pit at the JDF Arena.

The lower clubhouse was prepped for the return of the lawn bowling club.

Parks

A new bus for the Afterschool Care program has been ordered and will replace a 20+ year old orange school bus. The propane Zamboni has been out of service with its front end being rebuilt.

Regular maintenance continues on the ball diamonds and the annual renovation on all 3 fields is complete. The lawn bowl greens have been aerated and top-dressed. The golf greens have been veticut and solid tined to improve their oxygen exchange.

A large leak in the irrigation system was repaired under the service road to the shop. Garden beds have been planted with annuals to add a pop of colour and the summer crew staff will be starting over the next few weeks.

Programs

Community Recreation

15 woodland creatures have taken over our Garry Oak walking trail this spring! Artist, Paul Lewis, graciously donated these hand-built sculptures including the newest addition, a mother and baby eagle resting in a nest. WSPR encouraged the public, our daycare, preschool and afterschool care programs to find all 15 creatures. A photo contest was also organized through May encouraging the community to use our trail system, locate the creatures and post to our social media channels.

The Afterschool Care Program has had some fun with science this month! Heather, our in-house science enthusiast and afterschool care leader has been making things fizz, squiggle, and pop!

The daycare program had a really fun out trip to Albert Head Lagoon. One of the staff parents attended to scuba dive and brought up fun creatures for the kids to see. Kids got to dress in masks, snorkel, and fins to get a picture taken. Lots of staff changes have taken place as one of our ECE's have left due to moving out of province. Their spot will be filled by one of the ECE Assistant's as she is completing her certification. New staff are starting and additional positions will be posted.

"Open Gym" has been added to our indoor sports floor. This provides a space for people to use the space for basketball and other drop-in sports during the underutilized times the sports floor is not programmed.

New Line Skateparks, in partnership with van der Zalm + Associates, Canada's most experienced municipal skatepark design-build team, has been selected as the project manager for the skatepark project through a recently completed RFP process administered by WSPR staff and West Shore Skate Park Coalition members.

Aquatics, Fitness and Weights

The month of May has seen a continued rise in weight room attendance with peak times reaching over 55 participants at a time and all machines in use, which has been great to see. There has been many new faces and several patrons new to the West Shore.

The fitness and wellness department has been busy spring cleaning and spent time deep cleaning program spaces such as the Clubhouse, Fieldhouse and Fitness Studio storage rooms in preparation for spring/summer programs and location changes.

The wellness department has utilized the beautiful space in the Fieldhouse during the daytime for expanding Yoga, Pilates and other mind/body programs. The space has been well-suited for the programs and well-received by participants. Further programs are scheduled to be added for fall 2022.

In aquatics, advanced courses are seeing strong registration, with both the national lifeguard and swim instructor certification courses being offered in May and June. We anticipate many of these candidates will be hired in time for the summer season, allowing us to increase the number of classes offered and better meet the high community demand for swimming lessons.

May and June 2022 also saw the return of school fun swim rental bookings after 2 years. Schools were thrilled at the opportunity to book the pool for end of year fun days, and all available time slots were booked in a matter of weeks.

Arena, Events and Golf

May was a busy month for events!! Starting out with the Home Show in the Juan de Fuca Arena and ISC followed by the Slegg Pro Show in the Q Centre Arena. The Slegg show was the busiest it has ever been. Well over 1,500 participants in attendance resulted in over 1,000 alcoholic beverages sold to attendees by WSPR bar staff.

The Junior, Senior A and Senior B lacrosse programs are now underway with seasons all starting in late May. The Senior A Shamrocks opened their season on May 27th after a 2-year absence. There were 2,381 fans in attendance and the game was live broadcast on CHEK 6. Gross F&B sales came in over \$13,000 for the night. Lucky beer was top seller for the night and will be on tap for game 2 of the season. Popcorn and frozen lemonade came in second and third respectively.

Effective Sept 1st, the agreement we have with the school district to act as their bookings agent is ending. Also ending is the reciprocal use of each other's facilities. Both parties will function as regular user groups when requiring facility use. WSPR will continue to provide booking support for the turf, grass field and fieldhouse at Royal Bay Secondary through an existing contribution agreement that is in place until 2030.

Our regular maintenance of the Belmont Lacrosse Box will also end on August 31st 2022 as the school district will take this space over. Over the next few months, WSPR staff will work with School District staff to ensure a smooth transition and sharing of information so that the user groups are unaffected by this change. With these operational changes, there have been staffing changes.

Food and beverage continues to face challenges with finding staff and remain creative to find solutions including menu changes and supplementing with food trucks for Sr. Shamrock games. The golf course has had some busy days in May when the sun and heat occasionally came out, however, for the most part, the month has been slower than 2021 which coincided with record cold temperatures and above average rainfall.

Inclusion, Diversity and Equity

WSPR is partnering with the Change-Makers Gathering Festival that honours Indigenous knowledge transfer and a path to understanding in a fun, interactive and welcoming way for everyone June 4th, 11am to 5pm. WSPR's role will be to provide family-fun activities that will promote the Neighbourhood Night program at Royal Bay in the summer.

WSPR is currently engaged in a partnership with Physical Literacy for Life through an anonymous funder to offer a Girls Got Game program for those identifying as female aged 9 to 15. The goal of the program is to break down barriers to help young girls develop confidence and a passion for sport. The outcome is to improve the experience of girls in sport and physical activity programming to lead to more sustained participation throughout their lifespan.

As part of the funding, WSPR will be able to offer a Female FUNdamentals workshop to coaches, leaders, and volunteers in our community. This workshop will be split into two sections and will take place online over two dates.

MOVED/SECONDED BY DIRECTORS WADE AND ANDERSON THAT THE ADMINISTRATOR'S REPORT 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.

ADJOURNMENT

11. **MOVED/SECONDED BY DIRECTORS ANDERSON AND WADE THAT THE MEETING BE ADJOURNED AT 8:41PM.**

CARRIED