

**Minutes of the West Shore Parks & Recreation Society  
Board of Directors Meeting  
Thursday, October 13<sup>th</sup>, 2022, in the Westshore Room**

---

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

**ABSENT:** Directors Damian Kowalewich, Roger Wade

**STAFF PRESENT:**

Grant Brown, administrator  
Wei Wu, manager of finance and administration  
Ron Dietrich, manager of operations (via TEAMS)  
Geoff Welham, manager of recreation  
Chantelle Bremner, recorder

**ABSENT:** April Luchinski, manager of human resources

**PUBLIC PRESENT:** N/A

**CALL TO ORDER**

1. The chair called the meeting to order at 5:30PM.

**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 PARKINSON AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 8<sup>TH</sup>, 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:*
  - Board chair, Kyara Kahakauwila thanked the staff for their resiliency under the leadership of Grant Brown, administrator. The board was also thanked, and it was mentioned that everyone is a pleasure to work with, which contributes to making it the best board to be a part of.

## STANDING COMMITTEES

### 6. a) Finance Committee

*Stuart Parkinson, finance committee chair commented on the following:*

- A briefing was given during the finance committee meeting on the draft 2023 budget, which was approved to be brought forward to the board of directors.

**MOVED/SECONDED BY DIRECTORS PARKINSON AND ANDERSON THAT THE DRAFT 2023 BUDGET BE BROUGHT TO COUNCILS FOR APPROVAL.**

**CARRIED**

### OLD BUSINESS

7. N/A

### NEW BUSINESS

8. N/A

### FOR INFORMATION

### 9. a) Administrator's report

*Grant Brown, administrator, highlighted the following:*

#### **Administration/Human Resources**

Work has begun on 3 upcoming procurement competitions. A Request for Expressions of Interest (RFEI) for the Café space, a Request for Proposals (RFP) for a preferred caterer and an RFP for the outdoor pickleball court feasibility study. The first two are intended to be released this fall and the latter will be released in early 2023.

The skatepark consultation and feedback has resulted in a final design for the skatepark with one last showing scheduled for the public in mid to late October with a survey for any last comments. There has been a change in design due to feedback and site requirements. New Line Skateparks Ltd has provided the newest design and it continues to capture the three distinct areas which will provide opportunities for skateboarding, scootering, and bikes, while fitting into the hillside and maintaining the surrounding green space. The Westshore Skatepark Coalition viewed the latest design and was very pleased with the outcome after some small edits. WSPR will be releasing a 3D rendering of the project. Ground is set to break tentatively on Oct 13, 2022. With the build to begin shortly thereafter once all permitting is approved.

The finance team is finally fully staffed, Sarah Stewart was the successful candidate for Payroll/Payable clerk position. Sarah has been with West Shore Parks & Recreation as a front desk receptionist since May 2018 and she's been supporting finance with various tasks during this period of time. We are very excited to have her join the team.

We continue to work on operational priorities, and get caught up on Intelli imports, deposits, aged AR follow up, reconciliations and financial reporting. With 1 position vacant for 3 months, we are very behind with GP imports, reconciliations, and reporting. Will need to balance between training and catching up with tasks.

Human Resources has remained diligent in assisting departments with the recruitment and on-boarding of new staff. An audit of regular staff's vacation usage for 2022 is in progress, to ensure staff are scheduling their vacations and getting much needed breaks to recharge. As encounters with aggressive patrons have increased, a company specializing in the training of staff on how to de-escalate these encounters has been contracted to offer two workshops in November for all staff.

## **Operations**

### **Maintenance**

The process of having the site risk assessed, as mentioned last month, continues. Our refrigeration contractor has done a walkthrough of our ice plants with staff and an action plan has been created.

The new snow melt pit that was part of the JDF Arena and Childcare projects has been signed off and is operational. The installation of the guard rails around the hydraulic doors is all that remains.

Crews were heavily involved in site preparations for the BC 55+ Games. In the pool, lane ropes were repaired, and diving blocks were replaced. Many tables and chairs were moved around the site.

The Q Centre boiler room circulation pump was removed and repaired, and a new insulated storage tank has been received, awaiting installation. Prior to the ice going back in the Q Centre Arena, much work was completed on the ice plant room, as is done annually to ensure efficient operation.

### **Parks**

Crews have been carrying out regular maintenance on the ball diamonds and the grass fields have been painted for the upcoming seasons. The fields are doing well with some wear in the goal mouths and high play areas. The irrigation system in the Cenotaph has received some TLC and work has begun on the exterior drain system around the JDF Arena.

The golf course has been aerated and is healing well. Work has begun on the creek and water ways, allowing for the expansion of the 7<sup>th</sup> tee and making use of the fill that will result from the skatepark excavation.

## **Programs**

### **Community Recreation**

After some rapid hiring and thorough training, Afterschool Care commenced on September 12<sup>th</sup> with a slightly altered schedule. One school route was not offered for the first week of school and one school was not picked up on Tuesdays. Slight modifications to service continued into week 2 however, with the help of LA Limousine picking up a school route, service was close to normal.

With some staff's schedules changing and increased staff sick calls, parents have been notified that programs may continue to be impacted. Childcare service continued as per normal on September 19<sup>th</sup> which was declared a federally recognized day of mourning for Queen Elizabeth II.

Two WSPR art instructors attended the Westhills Light Up the Hills event on September 17<sup>th</sup> and provided a glow in the dark art activity to Westshore families. It was a well-attended and fun family event, where our team was able to promote all our visual arts programs at Centennial Centre. The Community Special Events team also attended two events on Sept 10<sup>th</sup>, this included the Langford Parks Consultation where two staff provided kids activities, a nature-based craft and information station for WSPR. Staff also attended the annual Highlands Fling where they lead a variety of activities including facepainting and StoryWalk - Book: Frog in the Bog with a frog-themed craft, sack races, egg toss.

The WSPR Pottery Studio installed a new kiln this month replacing a 20+ year old kiln. This much needed addition to the Pottery Studio came at just the right time as we enter our busiest holiday season with sold out adult and children's pottery courses.

### **Fitness and Weights**

September has had a strong start for the fitness department with 86% of registered programs running successfully above minimum registration requirements.

The newly expanded drop-in fitness schedule started September 6<sup>th</sup> with 6 new drop-in programs, including 'On the Ball', 'Total Body Conditioning' and 'Stretch & Restore'. The enhanced drop-in offerings have been well received by patrons with value added for pass holders.

The launch of the new 'Try it' classes started the first week of September with great success, seeing all offerings full. A select number of registered programs offered the new method of promotion in which the first class within a series is free, proving patrons with the opportunity to sample the class before they commit and register for the full series. So far, this has shown a boost to program registration.

### **Aquatics**

We were excited to welcome Martin Henderson, our new Aquatics Coordinator to WSPR. Martin comes to WSPR from Panorama Recreation Centre where he has been the Assistant Aquatics Coordinator since 2017. Martin also holds certificates as a Water Safety Instructor Trainer, National Lifeguard Instructor, First Aid Instructor and Lifesaving Instructor. Martin has also spent time on the pool deck as a Team Leader, Lifeguard and Swim Instructor.

The "WSPR Swim" program launched on Monday September 19<sup>th</sup> with 221 lessons being offered and over 900 participants registered. As more aquatic staff are hired, staff continue to try and clear waitlists and offer additional lessons when possible.

After more than 30 years of spring boarding patrons into the deep end of the JDF pool, the diving board is being decommissioned. Quotes to repair the board and housing structure so that it remains in safe operating condition exceeded \$8,500 and therefore staff have made the tough decision to remove the board on October 3<sup>rd</sup>. The removal of the diving board opens opportunities for adding additional length and leisure times to the schedule. As well, staff are investigating new fun equipment to add to the pool deck including a basketball hoop and climbing structures.

### **Arena, Events and Golf**

Ice is in the Q Centre Arena and both rinks are in full swing. The Wolves kicked off their regular season on September 7<sup>th</sup> and Grizzlies exhibition games started on September 9<sup>th</sup>. Unfortunately, the Jr. A Shamrocks came up short at the National Championship (Minto Cup) but they are looking forward to building on a strong season for next year. PowerWest had a strong finish to the summer with nearly full camps the last two weeks.

Planning for the 55+ BC games continued through August. There were some last-minute changes so WSPR ended up hosting more events than was planned. In the ISC, darts and carpet bowling took place. All three soccer fields had soccer being played, two full fields and 2 cross fields. Diamonds 1 & 2 were the site for target archery and 3D archery. Diamond 3 hosted the Slo-pitch. Lawn bowling was of course hosting lawn bowling. JDF Arena and the Q Centre Arena were home to different ages of the men's hockey tournament. The pool was busy with the swimming competition. It was great to host a big event after COVID put a damper on things for a couple years. The site was buzzing with 55+ athletes and volunteers. The ISC had a beer garden to go with darts. There was a celebration area in the east parking lot of the Q Centre Arena where the medal ceremonies took place for each event. The golf course acted as the beer garden with athletes going over for a cold beverage after their games.

The golf course finished the summer strong with net revenue for August being \$2,000 up compared to 2021, despite rounds being down slightly. September had a great start and continued through the month and is looking as though more than 4,000 rounds will be played.

In celebration of the 50<sup>th</sup> anniversary of the JDF Arena, staff are planning a special skate for the community to take place on Sunday, October 23<sup>rd</sup> at 3pm. The cost for admission will be \$0.50 and special guests, activities and keynote speakers will help mark this special occasion. More detail will be made available in the weeks leading up to the event.

### **Inclusion, Diversity and Equity**

The JDF Seniors Association conducted their annual membership drive resulting in 776 members of which 161 are new members – September was the first time the centre began accepting new members since the COVID shutdown.

On Sept 29<sup>th</sup> the nature preschool is doing a StoryWalk on site - Yeta's Sweater written by Sylvia Olsen, author, public speaker, housing advocate and member of the Tsartlip First Nation. The WSPR logo on our social media will be changed to orange to acknowledge the day and in alignment with the member municipalities commitment to honour the Nation Day for Truth and Reconciliation, flags will be lowered to half-mast. Staff also participated in the 2nd of three BCRPA Reconciliation Colloquies.

*Grant Brown, administrator added the following to the report:*

- The open positions in the finance department have now been filled.
- All but two positions in the maintenance department have now been filled.
- The volunteers for the 55+ Senior Games was grateful for the staff support during their event. A plaque was given to staff which will be posted within the facility.
- The 50<sup>th</sup> anniversary of the Juan de Fuca Arena occurs during October and to celebrate, a public skate will be offered on October 23<sup>rd</sup> with .50 cent admission for everyone.
- The 55+ Activity Centre memberships have grown to over 900 now.

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

**CARRIED**

9. **b) Skatepark update**

*Ron Dietrich, manager of operations, commented on the following:*

- The permit has been submitted to the City of Colwood and approval is being waited on so ground can be broken.
- Initially, the installation of new lights were to be included in the project but to reduce expenses, lights will no longer be included as skaters will mostly use the park during the day. We are switching all lights on the grounds to LED in phases and when the lights near the skatepark are switched, these will provide some additional lighting.
- The skatepark build will be recorded and will be viewable at some point.
- Weekly consultation meetings are ongoing.
- Bryan wood, parks supervisor and his team are prepping areas within the facility grounds for dumping of soil that will come from excavating the site. This will help reduce costs.

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

- The press releases written by WSPRS staff have gone out. The Federal Government has also just received their press releases as well.
- The 3D design will be finalized soon.
- The ground is scheduled to be broken on November 18<sup>th</sup> and a ribbon cutting ceremony will be planned for around then.
- Working with the Kiwanis group for their support towards the build of a picnic shelter to be located near the skatepark.

WSPRS Board Chair, Kyara Kahakauwila suggested that staff approach the Chamber of Commerce for sponsorships.

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

**CARRIED**

**IN CAMERA**

10. N/A

**ADJOURNMENT**

11. **MOVED/SECONDED BY DIRECTORS PARKINSON AND ANDERSON THAT THE MEETING BE ADJOURNED AT 5:51PM.**

**CARRIED**