

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, December 8<sup>th</sup>, 2022, in the Westshore Room**

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**PRESENT:** Directors Damian Kowalewich, Leslie Anderson, Dean Janzten, Shelly Donaldson and Kimberley Guiry

**ABSENT:** N/A

**STAFF PRESENT:**

Grant Brown, administrator  
Ron Dietrich, manager of operations  
Geoff Welham, manager of recreation  
April Luchinski, manager of human resources  
Chantelle Bremner, recorder

**STAFF ABSENT:**

Wei Wu, manager of finance and administration

**PUBLIC PRESENT:** Pat Ford, JDF 55+ Activity Centre

**CALL TO ORDER**

1. The chair called the meeting to order at 5:04pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS GUIRY AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 24<sup>TH</sup> 2022, BE APPROVED AS PRESENTED.  
NO ERRORS, NO OMMISIONS.  
**CARRIED**

**PUBLIC PARTICIPATION**

4. Pat Ford, 55+ Activity Centre – *commented that the Senior's Association is now comprised of 993 members.*

**CHAIR'S REMARKS**

5. N/A

## STANDING COMMITTEES

6. N/A

## OLD BUSINESS

7. N/A

## NEW BUSINESS

### 8. a) Marketing Presentation

*Simon Miles and Tiffany Moore presented a PowerPoint presentation that highlighted the following:*

- Website
  - o Landing platform
- Intelligenz
  - o Registration software and facility booking information
- Social Media
  - o Facebook and Instagram
  - o Using QR Codes more
  - o Audience on Facebook is 60,000 – 30% up from last year’s audience of 40,000
  - o 300-500 likes per post
- Building Relationships with Municipalities
  - o Cross promotion with Langford, Colwood and community organizations
- Radio and TV Contra Agreements
  - o Bell (CTV and Virgin)
  - o Rogers (Ocean and Jack)
  - o RecReport on the Q, exposure on the Zone
  - o Chek TV

### DEAN JANTZEN ARRIVED AT 5:19PM

- Retention & Recruitment
  - o Most Valuable You promotion to acknowledge staff and reward the core competencies in action
  - o Recruitment ads using the Most Valuable You message
- Going Forward
  - o Continue to build relationships with municipalities and local organizations
  - o Ramping up social media committee and providing team training
  - o Employee recruitment, retention, recognition, and advancement

There was a brief question and answer period that discussed the marketing platforms WSPR uses.

***MOVED/SECONDED BY DIRECTORS ANDERSON AND DONALDSON THAT THE MARKETING PRESENTATION BE RECEIVED AS PRESENTED.***

***CARRIED***

### **b) Discussion Regarding Finance Committee**

*Grant Brown, administrator commented on the following:*

- In order to improve efficiency and keep financials open to the public, staff recommend that the finance committee be dissolved, and any financial discussions be included within the board meeting unless it deemed necessary to go in camera in accordance with the WSPR In Camera Policy.

**MOVED/SECONDED** BY DIRECTORS ANDERSON AND GUIRY THAT GOING FORWARD, THE FINANCE COMMITTEE BE DISSOLVED AND ANY FINANCIAL DISCUSSIONS BE INCORPORATED INTO THE BOARD OF DIRECTORS MEETINGS.

**CARRIED**

## FOR INFORMATION

### 9. a) Administrator's Report

*Grant Brown, administrator, highlighted the following:*

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

A public competition for catering services is underway, closing November 29<sup>th</sup>. The request for proposal seeks up to six vendors who will be part of the WSPR room bookings services, providing catering options for rentals.

Finance continues to work on operational priorities, including catching up on Intelligenz imports, deposits, aged AR follow up, reconciliations and financial reporting. With 1 position vacant for 3 months, the 3-person department fell behind. Staff have been working overtime to get caught up. The 2022, year-end instructions have been sent to supervisors. KPMG will be onsite December 15<sup>th</sup> and 16<sup>th</sup> for an interim audit and help finance prepare for year-end.

Finance staff attended a KPMG seminar that covered updates on the accounting standards. Key topics discussed:

- Update on approved and proposed accounting standards including revenue, financial instruments, public private partnerships, employee benefits and more
- Asset retirement obligations - KPMG perspectives on implementation, technical interpretations, and FAQs to date
- Current developments in public sector accounting, including ESG, sustainability reporting and natural assets

Human Resources has also begun year-end preparations as many reporting pieces are required in early January. All aspects of staff recruitment remain heavy as many departments continue to seek higher staffing levels to meet the needs of their programs. The Provincial Early Childhood Educator Wage Enhancement (ECE - WE) program has been rolled out, which provides a \$4 per hour wage enhancement to licensed ECE staff.

#### **Operations**

##### **Maintenance**

Recruitment continues to be heavy in the maintenance department. The final two open regular positions have been posted. 3 new staff have joined the auxiliary list, which has helped ease the pressure on the regular crew that has been running short.

Support jacks for the hot tub slab have been installed in the basement, which resulted from an engineer report earlier this year. Plans for the reroofing of the 55+ Activity Centre's top deck are underway, and work will commence shortly, being completed over the next few weeks. The hot tub UV filter replacement is now complete and online. This new unit has a PVC case for the main tank as opposed to the stainless-steel original. This will increase the lifespan of the new unit. The leisure pool began losing water again and staff found that the test plugs had dropped in pressure, allowing for water to pass once again. They have been reinstalled and the scheduled pool shutdown in April will see a permanent repair taking place. The JDF Arena hockey tunnel air handling unit upgrades are complete, which included plumbing fixture replacements, system cleaning and the replacement of old pneumatic valves with modern solenoid style valves. These upgrades will improve efficiency and allow more nuanced control.

## **Parks**

Various fleet vehicles received attention from the staff mechanic this month. The buses underwent their biannual inspections, the lift went through its annual inspection and the dump truck will receive its annual inspection by year-end. The snow removal equipment has been serviced and is ready for deployment if required.

The 7<sup>th</sup> hole tee box expansion is underway, receiving soil from the skatepark excavation. Artificial hawk "scarecrows" have been strategically placed on the course to deter the geese and appear to be making a positive impact.

The lawn bowl plinth replacement has begun and JDF Soccer has started using the greens for Saturday games. The ball diamonds have been locked off for the winter to help with controlling offseason wear and the playing fields are doing well, showing some wear in the goal mouths and high play areas.

All annual garden beds have been cleaned and prepared for winter and irrigation systems have been blown out. Leaf removal has started and will continue through the early winter.

## **Programs**

### **Community Recreation**

The CR team has secured grant funding through SD62's Student and Family Affordability Grant to purchase healthy, nutritious snacks for the Wednesday and Friday Youth Nights as well as snacks for afterschool care children. Within the \$7,900 there is also the opportunity to provide clothing for any children requiring help to secure appropriate clothing for the inclement weather (hats, gloves, raincoats etc). This is a onetime grant to help families and children with food security and must be utilized by the end of the 2022/23 school year.

French programming commenced in the daycare and preschool programs. Marie-Christine from the Société Francophone de Victoria visits each program for 30 minutes, every other week to provide songs, games and activities in French. This is thanks to a \$7,500 grant from the Province of BC, Francophone Affairs Program.

Staff have been working on program fee increases with contracted service providers for implementation in January 2023.

Preparation and marketing for Christmas events and camps are underway and staff will be providing information booths at the Langford Light Up & Truck Parade December 3<sup>rd</sup>, the Colwood Christmas Light Up December 7<sup>th</sup> and the West Shore Parks & Recreation Spirit of Giving December 9<sup>th</sup> at the JDF Arena.

### **Fitness and Weights**

Fitness programs have been slowly rebuilding and retuning to the schedule following the COVID-19 pandemic. Small group training program such as Work-it Circuit and the Introductory Weightroom program, Fresh Start, are amongst the new and returning programs. The Take Heart & Breathe Well Cardiac Rehabilitation program has been continually increasing in registration and referrals after it's return in the spring.

### **Aquatics**

Caryl Nurmsoo was the successful applicant for the vacant aquatics coordinator position. Carly was previously our youth programmer and will take on her new role upon returning from maternity leave in August 2023. Temporary positions will be posted internally to cover the gaps until her start date.

We are currently running the final weekend of our WSPR swim instructor program (2 weekends, 5-hours), with 3 of the 8 participants being employees working as junior instructors at our pool. We have an active job posting that will close on December 8<sup>th</sup> with the intention of hiring candidates from the instructor program and NL course we are hosting in December. There are scheduled interviews in early December for 2 new RPT lifeguard positions.

Final preparations are underway for handing out report cards for current lesson registrants. Children completing lessons will receive a report card and a vinyl sticker for each level completed of our new lesson program. The stickers will be used to complete a progress map for the new WSPR Swim Program.

Staff purchases this month included new chairs for the viewing area, new rescue tubes and pool toys for lessons.

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

Staff have planned the Winter Wonderland schedule and most spots are sold already. The weekday spots are being taken up by schools and the weekend slots by private rentals.

For the first time at WSPR, the lacrosse box is home to Christmas tree sales. Santa's Forest started sales on November 25<sup>th</sup> and will go until approximately December 20<sup>th</sup>. Santa's Forest used to be in Saanich at the Braefoot Park lacrosse box. The set up in the lacrosse box gives the lower park a nice Christmas feeling.

The Grizzlies had 3 home games this past month of November. The Buddy Check night supporting mental health was the busiest with 920 people in the building. The Wolves have had some big trades

in the past week and are hoping this will help them push for the playoffs. Both teams have had sickness hit their teams the last couple weeks.

The golf course was steady in November depending on the weather. There were 1,400 rounds played by November 27<sup>th</sup>. This puts November 2022 in 9<sup>th</sup> place since 1999.

With the liquor licencing changing slightly in the past year and requiring our Corner Bar to have another draft option besides Lighthouse, the F&B team added the ever-popular Fat Tug by Driftwood to the draft menu as of October 28<sup>th</sup>.

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

A grant for \$23,600 was submitted to the Canadian Parks and Recreation Association's Reaching Each and Every One: A Community Sport Intervention for "Equity Across the Board Skatepark Programs". These programs are to assist in removing barriers of cost, racism, and oppression in the sport of skateboarding. Through offering five, 1-week half-day sessions in the summer and one, once a week session for 5 1/2 days in the fall with certified skateboarding instructors who have received training in EDI through Coaching Canada, ViaSport/Sport for LIFE and Canada Skateboard. Our goal is to create a location and programming for youth where everyone can fully participate and have equitable opportunities to succeed by building a skateboarding environment that is accessible, safe and welcoming for all participants especially those underrepresented in skateboarding.

Early renewal is now available for the community to register for the 2023 LIFE program. The skatepark design is finalized, and construction has now begun on the 13,000 sq/ft park.

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

- It was registration day for general programming today and so far at 2:14pm there were 1,039 bookings online, and 74 bookings in person or over the phone.
- Registration days for aquatics will be on December 13<sup>th</sup> and 14<sup>th</sup> – we were the first in the region to split aquatics and general programming registration onto two different days, and in our case, three days. Other regions are beginning to follow our lead.
- No submissions were received for the catering RFP – it will be reposted in January.
- There is a public accounting standard change which will affect the financial statements. WSPR staff will meet with the municipal CFOs and KPMG.
- A grant was submitted to seek funding for skatepark appropriate programs.
- When Red Cross announced the end of their lesson module, WSPR designed their own levels internally and ran this past season. We are the first in the region to offer our own lesson module.

**MOVED/SECONDED BY DIRECTORS DONALDSON AND ANDERSON THAT THE ADMINISTRATOR'S REPORT BE RECEIVED AS PRESENTED.**

**CARRIED**

### **b) Skatepark Update**

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

- The project is on budget.

- Staff are happy with the outcome of digging up the ground as it was unknown as to what to expect as it was the location of the stands from the old horse track. There were no issues or additional costs.
- Final tweaks on the design to include the addition of a light pole.

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

- A number of dump truck loads of soil was repurposed to the parks site saving costs.
- Excavation work will be donated to dig a water line trench as well as a water bottle fill station which creates \$30,000 in savings that can be re-invested into the skatepark.

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

**CARRIED**

**IN CAMERA**

10. N/A

**ADJOURNMENT**

11. **MOVED/SECONDED BY DIRECTORS GUIRY AND ANDERSON THAT THE MEETING BE ADJOURNED AT 6:03PM.**

**CARRIED**