

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, May 11th, 2023, in the Westshore Room**

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

ABSENT: Director Dean Janzten

STAFF PRESENT:

Grant Brown, administrator
Ron Dietrich, manager of operations
Geoff Welham, manager of recreation
Wei Wu, manager of finance and administration
Nicky Brown, community recreation coordinator
April Luchinski, manager of human resources
Chantelle Bremner, recorder

STAFF ABSENT: N/A

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 5:33PM.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. **MOVED/SECONDED** BY DIRECTORS ANDERSON AND GUIRY THE MINUTES OF THE REGULAR MEETING HELD APRIL 13TH, 2023, BE APPROVED AS PRESENTED.
NO ERRORS, NO OMMISIONS.
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. Damian Kowalewich, chair, commented that he is looking forward to the grand opening of the skatepark on Saturday, May 13th, 2023. The new space is a great addition to WSPR and the Westshore community.

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. a) Community recreation department presentation

Nicky Brown presented a PowerPoint presentation that highlighted the following:

- Community recreation team:
 - Community recreation coordinator – Nicky Brown
 - Arts and culture programmer – Lisa Lehive
 - Preschool and daycare programmer – Alex Matthew
 - Afterschool care programmer – Danielle Turner
 - Program assistant – Lindsay Kemble
 - Adult & community development programmer – Bobbi Neal
 - Sport & youth programmer – TBD
 - Afterschool care & summer team lead – Liam Reid
- 2022-2023 highlights so far:
 - Strong relationships:
 - National Indigenous People's Day – 7th year on the committee
 - Village Initiative committee – inter-disciplinary network – healthy youth and family vision
 - PLAY Sooke-Westshore – focus on physical literacy education and implementation
 - Thrive Social Services – food sense partnership educating parents and youth
 - Francophone Society – French programming on early education programs
 - Sustainable operations & resources:
 - CPRA – Youth Employment Experience – funding of \$14,000 for a summer admin position and skatepark attendant role
 - CPRA – Reaching Each and Everyone – funding of \$15,000 to provide low cost and inclusive skatepark programming
 - SD62 Student and Family Affordability – funding of \$9,700 to purchase healthy, nutritious snacks for youth nights and licensed programs
 - BC Francophone Affairs Program – funding of \$7,500 to provide free francophone programming in licensed preschool and daycare programs
 - Canada Summer Grants – funding of \$60,000 approved
 - Excellence in service delivery:
 - New youth programs – pickleball, dodgeball, drop-in basketball, mini tour golf program and fitness programs
 - Adult sport programs – Jiu Jitsu, Roundnet league (spikeball), soccer league, pickleball lessons, drop-in ball hockey, women's golf lessons
 - Sport program RFEI and RFP process – soccer, basketball and multi-sport programming
 - Active Start drop in
 - Youth drop-in nights
 - Aspiring Artists birthday parties

- Special events
 - WSPR Spirt of Giving
 - Change Makers Gathering
 - Neighbourhood Nights and StoryWalks
 - Highlands Fling
 - Langford Car Show
 - Westhills Light Up the Hills
 - Food Truck Festival
 - Langford Light Up & Truck Parade
 - Colwood Christmas Light Up
 - Colwood Ideas Fair
 - Pottery Sale
- Childcare registration: opened in Feb and March for September 2023
 - Daycare
 - 2022 – 100% full
 - 2023 – 100% full
 - Discovery Preschool
 - 2022 – 73% full
 - 2023 – 52% full
 - Inside Out Preschool
 - 2022 – 88% full
 - 2023 – 100% full
 - Kinderprep
 - 2022 – 95% full
 - 2023 – 100% full
 - Afterschool Care
 - 2022 – 86% full
 - 2023 – 86% full
- Summer camps
 - 2022
 - \$461,000 on registration day
 - 21 families requiring extra support
 - 2023
 - \$533,383 on registration day
 - 24 families requiring extra support
- Skatepark
 - New Line Skateparks was the design/build contractor of the new 13,000 sq. foot all wheels park
 - Work commenced in November 2022 and was completed in April 2023
 - Thrifty Foods secured the naming sponsorship
 - Grand opening is on May 13th, 2023
 - 5 summer camps planned
 - Skatepark attendant hired
- Community recreation in 2023 – continuing to explore
 - Greater access and exploration of our natural spaces – Garry Oak Hill interpretative walks and Royal Roads pathways
 - Intergenerational program opportunities with the JDF 55+ Activity Centre
 - Look for funding to replace the upper playground equipment and flooring
- Opportunities

- Satellite programming
- Outdoor art programming
- Afterschool care and daycare value added opportunities
- More coordinated ISC usage
- Inclusive sport activities
- Develop racquet sports
 - Pickleball consultant
 - Covered tennis courts

COMMUNITY RECREATION STAFF LEFT THE MEETING AT 5:58PM

b) Café RFP status report

Ron Davies, manager of operations commented on the following:

- Before the closure due to COVID-19, it became evident that the presence of a café or concession was not economical due to the changing habits of patrons.
- There was only one applicant for the latest Café RFP that did not meet the requirements.
- Staff are recommending that the café remain permanently closed and the space re-purposed.

There was board discussion on the new uses proposed within the report.

MOVED/SECONDED BY DIRECTORS ANDERSON AND GUIRY THAT THE CAFÉ BE PERMANENTLY CLOSED AND PLANS BE MADE TO REPURPOSE THE SPACE.

CARRIED

c) Q1 report

Wei Wu, manager of finance and administration, highlighted the following:

- The report is at March 31st, 2023
 - Purpose of the report
 - Source of revenue, financial highlights, financial position, financial performance vs. prior year and annual budget, and future budget implications
 - 2023 budget: revenue breakdown - \$15,427,876
 - Funding for capital projects -17%
 - Sales of services – 45%
 - Municipal requisitions – 38%
 - Financial highlights
 - Achieve a balanced budget for 2023
 - As of March 31st, 2023, the society has a surplus of \$4,910
 - At 25% through the year, we are at 28% of the budget
 - As of March 31st, 2023, our cash and cash equivalents were at \$3,911,577, compared to \$3,369,537, for the same period last year
 - Financial position
 - Total financial assets: 2023 - \$4,446,111, 2022 - \$5,258,026
 - Total non-financial assets: 2023 - \$1,182,458, 2022 - \$1,191,880
 - Total financial liabilities: 2023 – (\$3,137,654), 2022 – (\$3,858,727)

- Accumulated surplus: 2023 - \$2,490,915, 2022 - \$2,591,179
- YTD revenue vs. prior year and annual budget
 - Sales of services - 28% of the budget already
 - Municipal requisitions - 25% of the budget already
 - Funding for apital projects 16% of the budget already
- YTD expenditures vs. prior year and annua budget
 - Operations - 24% of the budget only
 - Capital projects - 40% of the budget only – *includes the skatepark, pool roof replacement*
- Future budget implications
 - Pool roof replacement was budgeted for \$1,000,000 and quoted for \$ 850,000. The \$150,000 savings can be used for generators, Q Centre Arena lights and other projects budgeted for next year.
 - Pool annual maintenance costs were greater than expected due to newly- found leaks in the main pool, and repairs to the hot tub. May need to defer some jobs to accommodate the additional costs.
 - Property insurance increased by 18% while budgeted for 5%. Market rate is increasing for large value insured properties.
 - WSPR’s collective agreement is expiring this year, we are currently behind the region by 4-5%.

MOVED/SECONDED BY DIRECTORS GUIRY AND DONALDSON THAT THE REPORT BE RECEIVED FOR INFORMATION.

CARRIED

FOR INFORMATION

9. **a) Skatepark update**

Ron Dietrich, commented on the following:

- Geoff, Ron, and Bobbi walked around the site looking for deficiencies. Everything will be completed prior to the grand opening on Saturday apart from the fixing of a crack in one of the picnic tables and a remaining light fixture to be erected. The donation of a water fountain is also still to come.
- Lots of usage already since the fencing has come down. Parks did a great job of the landscaping surround the skatepark.

b) Administrator’s report

Grant Brown, administrator, commented on the following:

Administration/Human Resources

Every day the skatepark moves closer to completion and the grand opening on May 13th, 2023, at 1pm. April was filled with the skatepark coming to life. Finishing of the concrete, adding the park amenities such as accessible picnic tables, installing signage, drainage, irrigation, lighting, and the beautiful sod that makes the park pop. The donor sponsorship signage recognition has been finalized, and invitations for the grand opening have been sent out. The fencing was taken down by Newline and remains down for a soft launch of the park which allows for public to access the park.

Hewko Program + Planning Management was selected as the successful vendor in the Pickleball Feasibility Study competition. The project kick-off meeting took place on April 27th, 2023. Staff

reviewed the project deliverables and provided background information to the consultant. Biweekly updates will be provided to staff by the consultant as the project moves forward with a completion deadline of early fall. Submissions for the Q Centre Arena Concession Operations RFEI and Craft Beer RFP have been received and are being evaluated. The Cardio Fitness Equipment Replacement RFP closes on May 3rd, 2023.

In finance, for the first part of May, the team will complete the 1st quarter financial reporting including a detailed analysis and presentation to the board. The remainder of May will have the team focusing on catching up on 2023's priorities and the 2022 annual report.

Two reception team leads will be hired in May to support existing procedures and front-end duties during evenings and weekends. Along with reception supervisor, the two team leads will be the point of contact for reception team with a focus on:

- Improved communication and coordination of service disruptions.
- Enhanced consistent service delivery.
- Troubleshooting problems and supporting the staff working evenings and weekends who may not be up to date with information being shared by program staff.
- Consistent leadership support to assist program staff for patron communication.
- Communicating recreation software issues and changes between the reception team and administrative systems facilitator.
- Monitor and report on the status of outstanding accounts and initiate collection activities and other related duties assisting the finance department.

The human resources department is testing a mobile application for the ComVida payroll system. This application will allow for easier communication for staff when posting shift vacancies and schedule changes. Staff are also developing an HR dashboard to provide improved statistical information on recruitment, attendance and absenteeism trends.

Operations

Maintenance

Four staff attended the Recreation Facilities Association of BC (RFABC) conference in Penticton gaining valuable information and networking opportunities. WSPR was also the winner of 2 awards, Facility of the Year for the Childcare Centre and JDF Arena projects and the Climate Action Award for the heat recovery in the JDF ice plant. As well, Ron Dietrich won the John Bate Award of Merit which acknowledges those providing exemplary service to the RFABC.

April was dominated by the pool shutdown, with an extensive project list that included the installation of a new state of the art perlite media filter for the leisure pool, replacement of all the poly tubing through the entire mechanical room (the old tubing was brittle and a major risk for leaks), installation of a new climbing wall for the main pool and the demolition and removal of the old diving board. As well as the replacement of 80% of the nuts, bolts and washers on the water slide for a total of nearly 650 bolts, and extensive repairs to the marcite in the leisure pool where it was lifted and damaged, along with repairs to the main pool liner to stop a leak.

Furthermore, several more routine tasks were completed that are only able to be done while the pool is closed. These included cleaning the marcite in the leisure pool and hot tub, replacing the countertop in the lifeguard station washroom, repairing and grouting all three changerooms, upgrading the pipe insulation in the steam sauna with a high-heat sealed system, treating and painting rust on the pool deck's structural steel and wall panels, fixing the lateral system in the main pool's bottom sand filter to prevent sand from entering the pool, patching all seams and cracks in the hot tub with a marine sealant suitable for underwater use, repairing the water fountain and mounting it back on the wall, and fixing the exit doors on the deck by the steam sauna to make them easier to operate. However, due to time constraints, some tasks, such as replacing the doors to the changerooms, servicing the domestic hot water, and installing new hand dryers, will be completed in the coming weeks. As well, a 1-day closure of the pool on Victoria Day, May 22nd, 2023, has been scheduled for some work on a support post that was unable to be scheduled during the main service shutdown.

Mechanical issues resolved this month included the Fieldhouse domestic hot water system upgraded to a gas on demand unit combined with one of the existing hot water tanks to use as a storage tank. The low voltage junction boxes in the Q Centre Arena plant room were replaced and repaired, and the Q Centre Arena plant room had an inspection completed by Technical Safety BC, the age of the chiller was mentioned, and we assured him we will be replacing it in 2025. The facility passed the inspection.

Unfortunately, the Indoor Sports Complex men's washroom was vandalized, requiring repairs to the drywall, partition and product dispensers, and the mirror was replaced.

Along with the pool, the Kid's Cottage, Kids Cove, and playroom were all in shutdown, extensive deep cleaning, painting and floor care was completed along with general service to the plumbing fixtures and mechanical systems.

Parks

The parks team is finishing up the landscaping on the skatepark, with the entire crew taking part in sodding the foot traffic areas on April 26th. The remaining areas are now seeded. Irrigation pumps are serviced and ready to go for the upcoming season. The playing fields are in various stages of their annual shutdowns to allow for growth and the infill of high wear areas. The season for lawn bowls has started and regular maintenance has started with it. The ball fields are being used and are receiving regular maintenance.

In golf, the #7 tee renovations are going well, it has been rough shaped, and staff are starting to final grade. Wear from play is starting to show up and staff are looking forward to the weather to warming up so grass can start to actively grow. Wall to wall granular fertilizer was put down on the course and aeration of the course will start in May.

The summer parks' attendant applications are being short listed and will be in place for the coming spring/summer seasons.

Programs

Community Recreation

April saw the inaugural "Junior Bjj" program, a no-gi Brazilian Jiu-Jitsu program for youth aged 9-14 years. Students learned foundational jiu-jitsu movements which improve body awareness, balance, and coordination. Jiu-jitsu is great for learning boundaries and for enjoying rough and tumble play. Students participated in fun drills and games which gradually introduced them to the techniques and skills required in Brazilian Jiu-Jitsu.

April 21st featured WSPR's first "Outdoor Adventure" pro-d day camp, which spent most of the day playing outdoor sports and going on out-trips to nearby parks like Esquimalt Lagoon. Summer camp registration for youth and sport camps was very strong. Most of these camps have already hit their maximum registration numbers.

Both the preschool and daycare programs have had several activities on the go. Camosun College students came in to do a dental/tooth care presentation for all the programs, which consisted of 30 minutes per program with hands on activities and all kids left with a goodie bag filled with floss, toothpaste, toothbrush and stickers. The music/french program has been extended into May and June. Each program gets 30 minutes once per week with lots of fun singing and playing with instruments. This program was made possible through a Province of British Columbia Francophone Affairs Program grant. The Pacific Institute for Sport Education (PISE) has been contracted to bring a Kids on Wheels bike program to each class. Each program receives 5 days outside learning to ride push bikes and bike safety through activities and games. The daycare currently has 124 kids on the waitlist. There are 13 children leaving in September 2023, so staff are currently contacting families to fill those spaces.

The new Aspiring Artists Family Pottery series has been fully booked since it began in January 2023. This program allows parents and their children to build and glaze a pottery project together. From piggy banks to butterfly dishes, the program accommodates 20 participants in these successful classes.

Registration day on April 5th, 2023, amassed \$91,840 in revenue for Arts and Culture programs. The Aspiring Artists summer camps were fully booked in minutes. Staff are looking forward to a busy spring and summer session.

Staff participated in the Village Initiative's start up team meeting for their Comprehensive, Multi-Year Prevention and Early Intervention Strategy for Youth Ages 10-15 Regional Middle Years.

The meeting consisted of gaining a more in-depth understanding of which organizations are doing what, how and why and mapping current prevention efforts. The aim was to also identify gaps and opportunities and to develop next steps.

This was WSPR's first time supporting the Royal Bay Easter Egg Hunt that took place on April 8th, 2023. WSPR provided the Kids Creation station. Children and families made their own bunny ears to wear for the hunt. The event was a huge success with over 500 children attending.

WSPR was successful in securing \$61,000 in Canada Summer jobs funding for 2023. Donovan Coates, sport & youth programmer, has accepted a position with the District of Saanich and will be leaving his role on May 12th, 2023. Donovan has made many valuable contributions to the WSPR offerings, including the Youth Nights and expanding sports drop-in. A posting is currently out to find his replacement.

Fitness and Weights

Admissions for weightroom and drop-in fitness programs continues to remain strong through the month with 3,736 admissions for the month. Preparation has begun for the replacement of the cardio fitness equipment in the weightroom. A Request for Proposals (RFP) was posted on April 4th, 2023, for the replacement of treadmills, upright bikes, recumbent bikes, spin bikes, ellipticals, stair climbers and rowers. The replacement is planned for summer 2023. The RFP closes May 3rd, 2023.

The new fitness program, 'Fitness is Golden' (a chair-based strength and stretch class) has continued to grow, comprised primarily of pool and Aquafit clientele due to the popularity of the instructor. The registered class started with 6 participants and now has an average of 17 participants per class. Personal training, orientations and rehabilitation services have been steadily rising since the lifting of COVID restrictions with over 25 personal training/rehab packages sold in March which is promising to see.

Aquatics

The JDF Pool is looking very fresh since reopening from its annual maintenance shutdown (April 3rd–23rd), especially with the old diving board removed and the new climbing wall installed. So far from our experience, the new wall has generated a lot of interest and is safer than the diving board, while offering a great workout!

Spring 2023 (for May and June) aquatics registration was on April 12th and 13th. Despite some technical issues, registration overall went very well with all our classes and waiting lists filling up within minutes of opening. There are now 1,815 swimming program spots filled, which is roughly 150 more than last year at the same time. The most popular classes continue to be beginner preschool and school age levels. Staff hope to continue to add more classes before and during this lesson set, which will bring total registered closer to 1,850.

5 new aquatic employees started this month. The spring WSPR Swim Instructor program is now underway with 9 instructor candidates, which staff hope to employ as swim instructors this summer. The aquatic team has nearly 60 active employees, which is likely the most it has ever been!

Arena, Events and Golf

On the golf course, March concluded with 3,045 rounds played in the month. This was 7th best since 1999. It was a cold month and started with closures for March 1st and 2nd for snow. April has been cooler as well.

The Grizzlies had a short playoff run and lost in the first round to Port Alberni in 4 games. The spring identification camp was a big success for them. Over 120 kids and families from all over the province

visited the Q Centre Arena for the 3-day camp, which was capped off by a prospects game on the Sunday afternoon.

The first annual Outdoor and Adventure show wrapped up in the JDF Arena and Indoor Sports Complex this past weekend. The Swap and Shop in the Library parking lot every Sunday has increased numbers every week since the first week. Week 2 had 600 people go through the event.

Equity, Diversity and Inclusion

The youth food sense program kicked off on Friday April 14th, 2023. This is a 6-week program where youth learn about nutrition, basic skills and safety in the kitchen and then create their own meals and meal planning. The program is held in the Childcare Centre kitchen and Langford Room. Registration is full with 8 youth and is being offered in partnership with the Thrive Social Services Society.

➤ *Grant Brown, administrator, highlighted/added the following from/to the report:*

- Successful Slegg contractor show held at the Q Centre Arena
- David Hewko was the successful applicant for the pickleball feasibility study RFP
- The pool will be closed on Victoria Day to address remaining issues
- Grant for \$30,000 successfully received to improve accessibility equipment in the pool
- Under 30 years old grant that covers wages for summer positions was successfully received for 14 positions. One position will potentially be repurposed for the hiring of additional inclusion staff.

The board commented on the success of WSPR and Ron Dietrich, manager of operations for receiving the awards at the recent RFABC conference.

The board also passed along their delayed pleasure in receiving last month's arena and special events presentation.

MOVED/SECONDED BY DIRECTORS GUIRY AND ANDERSON THAT THE ADMINISTRATOR'S REPORT BE RECEIVED FOR INFORMATION.

CARRIED

IN CAMERA

10. N/A

ADJOURNMENT

11. **MOVED/SECONDED BY DIRECTORS GUIRY AND DONALDSON THAT THE MEETING BE ADJOURNED AT 6:58PM.**

CARRIED