

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, November 9th, 2023, in the Westshore Room**

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

ABSENT: Director Dean Jantzen

STAFF PRESENT:

Grant Brown, administrator
Ron Dietrich, manager of operations
Geoff Welham, manager of recreation
Wei Wu, manager of finance and administration
April Luchinski, manager of human resources
Simon Miles, communications programmer
Tiffany Moore, recorder

STAFF ABSENT:

PUBLIC PRESENT:

Clancy McDonnell and Makz Foot – Westshore Rugby Football Club
Shane Alore – Treasurer of Juan de Fuca Lacrosse Association

CALL TO ORDER

1. The chair called the meeting to order at 5:31pm.

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 GUIRY AND DONALDSON THAT THE MINUTES OF THE REGULAR MEETING OCTOBER 12th, 2023, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.
CARRIED

PUBLIC PARTICIPATION

4. The chair explained the role of the board meeting to the public and asked if anyone would like to share.

Clancy McDonnell introduced himself from the rugby club and he and Makz are attending the meeting to observe and build relationships with WSPRS.

CHAIR'S REMARKS

5. The chair commented on the following:
 - Director Kowalewicz was approached by Judith Cullington, president of Juan de Fuca Performing Arts Society, to discuss the potential for WSPRS to get involved with the development of a new arts centre. The administrator commented that there has been discussion and opposition in the past due to community concerns over parking, housing, and development of park space.
 - Directors Kowalewicz and Guiry attended the Remembrance Day event at the 55+ Centre. 3500 poppies were made and the event had good attendance.

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. a) Marketing team presentation

Simon Miles, communications programmer, and Tiffany Moore, marketing/administrative assistant, gave a visual presentation on the following:

- Marketing initiatives and highlights of 2023.
- Social media statistics.
- The Shore branding and promotion of the youth room.
- Marketing focus and campaign for 2024.

The board responded with questions pertaining to the distribution of the WSPR newsletter, the upcoming You Are Here campaign, image library, and The Shore branding and promotion.

Director Kowalewicz commented that the marketing efforts are valuable for constituents to know about WSPR as we are an integral part of the community. View Royal speaks on WSPR at every council meeting.

Simon Miles left the meeting at 6:15PM.

b) Juan de Fuca Lacrosse Association financial status update

Grant Brown, administrator, introduced Shane Alore, treasurer of the JDF Lacrosse Association. Shane spoke to his role as treasurer and the history of the association's financial situation.

- The association's current financial challenges are due to the retirement of the previous gaming manager missing the application for gaming funding. The association now has a new gaming manager and reapplied for funding of \$125,000, of which half was granted.
- The association has sought alternative sources of revenue and created efficiencies such as restructuring field time/practice space and increasing fees. Membership increased 20% over last year.
- Alore has asked for and received assistance in applying for grants, as well as a new volunteer this year, so they have done a better job already.
- The association proposes a 12-month repayment plan, including interest, rather than paying the debt in full and pushing new debt into the next box season.
- The board appreciated the association's position and attempt to manage the debt over the long term, as well as the association's ability to come forward, speak openly, and propose solutions.

- The board questioned whether the association has challenged the gaming funding decision, to which Alore responded yes. The timeframe to challenge the late application had passed, and the amount awarded is based on undisclosed formulas and calculations from the gaming association.
- The Association's next source of funding will be received on January 15th, at which point the association will begin repayment to WSPRS.
- The board asked questions regarding the association's operations.
- The board expressed certainty we can work together and move forward.

Shane Alore left the meeting at 6:30PM.

c) 2023 Third Quarter Financial Review

Wei Wu, manager of finance, highlighted the following: third quarter reports.

- 2023 budget was conservative; revenue is much higher than expected.
- 2024 budget will be based on 2023 and will show slower growth than 2023 due to capacity limits of the facility.
- WSPRS has taken advantage of higher interest rates through term deposits.
- Higher cash balance is due to program performance and the receipt of Colwood and Langford's Q4 requisition payments in Q3.
- Pool, golf, the JDF Arena and Q Centre operational overhead is not included as expenses.
- 3 major projects will be completed using the unspent expense funds.

The board asked for the current reserve fund balance; how WSPR compares to other centres. The administrator responded WSPR has the best cost-recovery in the region, and has performed the best in returning from Covid restrictions.

FOR INFORMATION

9. a) Administrator's report

The report included the following:

Administration/Human Resources

The finance and administration team continues to implement improvements to the recreation software as new versions become available. As such, staff will be working with IT and the software provider to upgrade to the latest version on November 14th. A 3-hour system shutdown will take place and a comprehensive notification schedule has been established to ensure patrons are aware of the disruption. Programs and access to drop-in sessions will remain as usual. Staff are also in the process of upgrading the aging phone system to the same web-based system currently in use at the City of Langford. The new system provides greater internal tools, and maintains the same level of external service, while lowering operational costs. Lastly, renovations to the reception desk to allow for more ergonomic workstations, such as sit/stand desks, is underway, with much of the work being carried out in-house.

The human resources team continues to support all departments through the recruitment process. The volume of postings ebbs and flows; however, the increased frequency of job postings continues to remain higher than in the past. The team is also preparing for upcoming contract negotiations, which will consume much of their time as the December meeting dates approach. Review and the subsequent

updating of the Working from Home policy is underway to ensure it is meeting organizational needs and supporting staff.

The annual owners meeting took place on October 17th. The WSPR administrator met with the mayors and CAOs from each of the 5 member municipalities of the West Shore Parks & Recreation Society. An overview of 2023 was provided, which included attendance statistics, financial status, and a few programming highlights. A brief commentary on what can be expected when the WSPR 2024-2028 Financial Plan is brought before councils was also presented. Finally, future capital considerations were highlighted which included updates from previous discussions on the twinning of the JDF Arena, the results of the consultant's report on potential pickleball court locations onsite, and potential pool facility improvements that may be required in the coming years.

Operations

Maintenance

Testing commenced for the installation of a reception smart lock expected to replace standard key locks to increase access and security. The complete replacement of the JDF Arena dehumidification unit due to a major failure was done in record time, impacting the facility for less than a day. Additionally, the pool's dehumidification unit underwent a leak test and subsequent repairs for low gas. Significant repairs were carried out on the heat recovery unit in the JDF Arena ice plant, addressing a leak and filter damage. The department also replaced the contactor for the dry sauna and resolved a significant leak in the recirculation line in the JDF boiler room, ensuring that the affected electrical equipment was properly dried and repaired.

Utility-focused initiatives included the construction and installation of a window bench in the pool reception lobby. Annual shutdowns were successfully completed for both the upper and lower clubhouses, as well as the far washroom. Repairs were made to address water damage in the south concourse washroom at the Q Centre, involving patching, repairs, and painting. Additionally, pre-built elements for the reception renovation project were prepared.

General maintenance tasks encompassed various areas. The department is currently in the process of pricing out new blinds for the administration section. New pool lockers were ordered, ensuring the facility's amenities remain up to date. A comprehensive fire inspection was carried out in collaboration with Colwood Fire, marking a significant step in organizing and enhancing fire safety throughout the facility. Furthermore, new pool grates were ordered, indicating the department's commitment to maintaining a safe and efficient pool environment.

In staffing news, the department completed the third posting for a vacant FMW3 position; however, there were no applicants for the role. On a positive note, the department successfully hired two new auxiliary staff members and is currently in the interview process to potentially hire one more, ensuring adequate manpower for upcoming tasks and responsibilities.

The pool roof project is well underway. There was some unexpected wet insulation found in isolated spots on the roof; initial test holes indicated expected dry conditions. The wet insulation is being removed and replaced. The administration area window replacement project has been awarded and is expected to be replaced in December.

Parks

The parks team has faced a few challenges over recent weeks, including the theft of the catalytic converter in the 15-passenger van. However, it was quickly repaired, resulting in only one day of service disruption. Various maintenance activities were undertaken, including deep tining the golf course greens, addressing wear on tees with tee mats and the aerating and top dressing of the lawn bowls' greens.

Training initiatives were implemented, including courses in parks maintenance, dangerous trees, security, and backflow prevention. Weekly training sessions commenced to enhance the team's skills. Facility updates included necessary repairs to the upper playpark due to a trip hazard, and a new shipment of engineered chips expected to arrive soon. The skate park is being monitored closely due to increased tagging.

Weather-related challenges, including potential delays or closures due to frost, were managed efficiently. October experienced 68.5 mm of rain, and the first frost occurred on October 26th.

Programs

Community Recreation

WSPR received a \$10,000 grant from Peninsula Co-op to put towards the Friday Night Youth Nights as well as one free swim and one free skate. The free skate will be on December 15th, kicking off the Winter Wonderland season. 560 youth have attended Youth Nights this school year so far, with over 110 attending on 2 different occasions. 13 youth have gone through our Red Cross babysitting course this month.

10-month preschool registration has dropped a bit due to families getting into full-time daycares, moving, or kids needing inclusion support. With the ASC programmer Danielle Turner going on maternity leave, staff hired Bailee Midgley who has worked in the preschool to cover the maternity leave. A new ECE staff was also hired to replace Bailee in the preschool. Unfortunately, one of our nature preschool, afterschool care, and class 4 drivers put in their two-week notice as they found a full-time job. Staff have posted these positions and are actively recruiting a replacement. The WSPR daycare continues to receive new applications for the waitlist. The continued demand for daycare has resulted in staff starting to explore the possibility of opening a second daycare in the existing WSPR Childcare Centre for September 2024. Halloween-themed fun is part of the end-of-October programming with many costumes and trick-or-treating happening throughout the facility.

As always, the pottery studio is extremely busy. All adult private and general group classes are full with waitlists. A new kiln has been ordered and will arrive in November to replace the last old kiln. This is a welcomed addition to the studio. Staff are also in the process of hiring an additional pottery technician to assist with the current workload in the studio. The Arts & Culture Colwood Society is adding additional rails to wall space closer to the Youth Room to increase the amount of art displayed in the JDF Recreation Centre hallway. This art provides colour and life to the hallways. Staff have also established a marketing plan with the Arts & Culture Colwood Society to promote their seasonal art shows.

Fitness and Weights

The fitness and weightroom team were excited to see the weightroom and fitness studio, along with the golf course and skate park at WSPR, highlighted on the Upside segment of Chek News on September 26th, 2023. A few patrons commented that the segment had encouraged them to get back to the gym which was great to hear the positive impact.

With the large influx of student users in the weightroom, WSPR fitness staff met with the manager and activities coordinator from Brookes School to collaborate on group youth orientations for the students that are interested in attending the weightroom. The orientations were scheduled at the end of October during the school's physical education blocks with an average of 15 students being orientated per session. Students receive an overview of etiquette and safety rules, followed by instructions on how to use the cardio equipment and select strength equipment with proper form and technique.

Fall fitness, wellness and rehabilitation programs remain strong for October with 82% of registered programs running successfully.

Aquatics

The aquatics department continues to experience staffing changes with the departure of aquatic programmer, Raf Olejniczak, who was the successful candidate for the coordinator role at SEAPARC. He will be missed by the department; however, we are excited to have Hamish Babin step back into the programmer position on a permanent basis. Interviews for the assistant programmer position that Hamish is vacating were scheduled at the end of October and will be looking to fill the position as soon as possible.

The aquatics team also offered a Bronze Cross/Medallion program with 6 participants in Bronze Cross and 12 in Bronze Medallion. A few staff attended the BCRPA organized "Ripple Effect" aquatics training conference in Vancouver. As well, the instructional team leads attended an aquatic leadership training session provided by the Greater Victoria Active Communities aquatics leadership group to review topics such as the role of the supervisor, developing/mentoring the team, and customer service.

Arena, Events, and Golf

Greater Victoria will be hosting a 16-team U18 AAA hockey tournament November 9th-12th. This will include some of the top teams in Western Canada and the USA. WSPR will be the main hub for the boy's division, hosting most of the games, with the finals taking place in the Q Centre or JDF Arena on Sunday, November 12th. The 16-team tournament will have a great impact on the local economy with teams staying locally. The plan was to cohost a female division this year; however, Hockey Canada moved their U18 try-out dates to the same weekend. With many of the U18 girls at Team Canada try-outs it would have impacted their club team rosters, so the tournament has been postponed for the female division for a year.

The Grizzlies held their home opener on October 2nd, which was attended by 755 people. Although there has been a slight decrease in attendance, the team is performing well in BCHL, consistently ranking in the top 3. Both rinks were active throughout October. The Westshore Wolves recovered from a slow start, posting 3 consecutive shutouts, putting them back in contention.

A significant improvement was made in the booking system with the implementation of a user-friendly online option for the picnic shelter. This has streamlined the booking process and reduced confusion.

The golf pro shop reported top alcoholic beverages, with Lucky Lager leading the sales at 97, followed by Budweiser at 76.

Equity, Diversity, and Inclusion

The WSPR Inclusion Committee met at the end of September and reviewed the terms of reference for 2023 and made plans for 2024. Action items from the discussion include:

- Examine wording in program descriptions.
- Look at how staff purchase equipment, multi-purpose for purchases, noise in reception for communication, how can we enhance communication, and renovations.
- Plan for when newcomers join the organization and set up tours.
- Updating the resource matrix tool which will help staff identify gaps and set goals.

The JDF Seniors Association was pleased to announce to staff that they have 972 members to date.

Staff organized a community Halloween celebration in the form of a “Mini Pumpkin Patch” on Sunday, October 29th from 10:00AM–2:00PM in the Little Friends Play Park at the front of the JDF Recreation Centre. There were craft stations, balloon animals, face painting, photo opportunities, and the fall pottery sale. Admission was by donation to the food bank, and each family left with their own pumpkin donated by Thrifty Foods.



Grant Brown, Administrator

- The administrator noted that he will be presenting an overview of WSPR services to the Metchosin council on Nov 20 and presenting the 2024 budget to Colwood council on Dec 7th.
- An upcoming meeting is scheduled with the CRD and BC Hydro as they are interested in the installation of a high speed car charging Hub on WSPR property.
- The issue of graffiti at the skatepark was discussed and if urban art was considered. Staff replied that during the build they received mixed responses as to the effectiveness of urban art on the discouragement of graffiti.

MOVED/SECONDED BY DIRECTORS ANDERSON AND GUIRY THAT THE REPORTS BE RECEIVED AS PRESENTED.

CARRIED

IN CAMERA

10. ***MOVED/SECONDED BY DIRECTORS GUIRY AND DONALDSON THAT THE MEETING MOVE IN CAMERA.***
CARRIED

Staff left the meeting at 6:56PM

11. ***MOVED/SECONDED BY DIRECTORS GUIRY AND DONALDSON THAT THE WSPRS STAFF ATTEND THE IN CAMERA MEETING.***

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

12. ***MOVED/SECONDED BY DIRECTORS GUIRY AND DONALDSON THAT THE MEETING BE ADJOURNED AT 6:56PM.***

CARRIED