

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, June 13th, 2024, in the Westshore Room**

PRESENT: Damian Kowalewich, Dean Jantzen, Shelly Donaldson, Kimberley Guiry, and Rose Stanton (alternate)

ABSENT: Leslie Anderson

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
Tiffany Moore, recorder

STAFF ABSENT: N/A

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 7:24pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS DONALSON AND STANTON THAT THE MINUTES OF THE REGULAR MEETING ON MAY 9, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.
CARRIED

PUBLIC PARTICIPATION

4. Marcie McLean provided comments as a member of the public pertaining to youth programming; agenda packages and reports; BC Transit proposal; outdoor lighting; Swap n' Shop; patron survey; and requested a meeting with the chair and administrator.

The chair thanked Ms. McLean for her public service and input, and responded to each comment in order by providing an explanation, clarification, and creating action items for follow-up.

CHAIR'S REMARKS

5. The chair echoed his remarks made in the annual general meeting and reiterated the success of this team with the organization running well.

DELEGATIONS

6. a) Patrick Mangan, vice president of Triangle Athletic Association, gave a presentation that highlighted the following:
 - Introduction and overview of Triangle Baseball Association; areas and demographics served; other fields used and challenges with finding space to play.
 - The association is looking for a field that can accommodate more players, older youth and retain high performance athletes in the Westshore; outlined needs of baseball-specific fields rather than softball fields, and asked for consideration that Field 3 or another area of WSPR property be converted to a baseball diamond.

The board discussed alternative options, opportunities for engagement with specific municipalities as future developments are being planned, and the current use and configuration of WSPR's fields.

MOVED/SECONDED BY DIRECTORS JANTZEN AND GUIRY THAT STAFF CONDUCT A NEEDS/USAGE ASSESSMENT AND COSTING OF OPPORTUNITIES FOR A BASEBALL DIAMOND ON WSPR PROPERTY. CARRIED

STANDING COMMITTEES

7. N/A

OLD BUSINESS

8. a) **Tennis Survey Results:**
Grant highlighted the following:
 - The tennis survey results are summarized in the agenda package.

The board inquired whether there was space in the survey for open comments and it was noted there was not, due to the need to efficiently summarize the results.

MOVED/SECONDED BY DIRECTORS GUIRY AND STANTON THAT THE REPORT BE RECEIVED AS PRESENTED. CARRIED

NEW BUSINESS

9. a) **Patron Survey Results:**
Geoff Welham, manager of recreation, gave a PowerPoint presentation that highlighted the following:
 - Methods, promotion, demographics of the 294 respondents, and results of the patron survey conducted in April, 2024.

The board briefly noted that based on response rate and demographics of survey respondents, results may not be representative of the entire community.

MOVED/SECONDED BY DIRECTORS GUIRY AND STANTON THAT THE REPORT BE RECEIVED AS PRESENTED. CARRIED

FOR INFORMATION

10. a) **Administrator's report**

Grant Brown, administrator, commented on the following:

STAFF REPORT

TO:	West Shore Parks & Recreation Board Members
FROM:	Grant Brown
DATE:	June 2024
SUBJECT:	Administrator's Report

Administration/Human Resources

The finance and reception teams are preparing for the upgrade of the payment server, the registration software, and the change in payment providers from Moneris to Windcave in early June. Initial meetings have taken place with consultants from Queue-it. This virtual waiting room product will be used in conjunction with the Intelligenz Solutions registration software to assist in managing the load on WSPR servers during high registration events. Patrons will remain in a waiting room while Queue-it controls access to the registration site. While waiting, patrons will see a live counter, showing where they sit in the queue. Staff are working with the consultants on a marketing package to inform patrons of this upcoming change and what to expect.

The 2025 budget process has begun, and the initial guidance meeting with department heads is scheduled for early June.

Human resources continue to support the intense summer camp recruitment process, helping supervisors get their new staff teams to a successful start. Preparations continue for the new Occupational First Aid requirements that come in to effect this fall. An additional OFA2 attendant has been added, now allowing coverage over 7 days per week. Staff are working with a consultant to draft new training procedures for first aid attendants and will include OFA1 requirements.

Operations

Maintenance

Significant mechanical upgrades and replacements included the Q Centre Arena ice plant ammonia chiller, which reached its end-of-life (20-year) and was replaced by Cimco Refrigeration. The project involved moving away from shell and tube to dual plate-and-frame evaporators, which will be safer and more efficient for the future. The ice plant construction also included a new air conditioning loop and significantly upgraded piping. Additionally, the impeller for the motor responsible for heat recovery of the leisure pool was replaced with waste heat from the dehumidifier. The main motor for the Arena exhaust fan was replaced, and an electrical panel upgrade at the Arena was completed. Fire panel repairs for the pool and kitchen at the 55+ Activity Centre were also completed.

During the Indoor Sports Complex shutdown, repairs included the Alum-asorb roof, removal of lost balls, damaged hanging lights and cages, painting of new accessible-friendly hallway doors, and the addition of a new climbing wall feature. New movable basketball nets were installed; however, they are awaiting parts to permit the adjustment of hoop heights.

New doors for the baseball concession were built, painted, and installed. Structural repairs at the 55+ Activity Centre involved partially demolishing a cracking concrete pillar for engineer inspection. The cleanup of spare metal and garbage from the storage cage and wood shop was completed. The Zamboni shutdown commenced, with all Zambonis undergoing complete inspection. All community recreation vehicles are set for semi-annual inspections over the next few weeks.

Pool locker assembly is approximately 60% complete, excluding lock mechanisms.

Parks

On the golf course, all tee boxes were aerated and overseeded, and bimonthly fertilization and wetting agent applications to all greens have started. Efforts are underway to increase the size of the 4th tee box.

For the lawn bowls, all greens have been aerated and top-dressed, and regular Verti cutting is being maintained.

All three playing fields have been deep-tined, top-dressed, and overseeded. Minor irrigation fixes are underway.

Electrical issues at the lacrosse box were resolved, with six lamps replaced. The scoreboard is now operational, and its horn is notably loud.

Annual flower bed planting has started, adding extra colour to the parks. Tennis court resurfacing is complete, and new nets have been installed. The beach volleyball court has been rototilled, with nets and lines installed.

All seasonal positions have been filled, and the team is functioning well.

Programs

Community Recreation

Community recreation staff attended several events in May. The community recreation coordinator and youth and sports programmer went to Dunsmuir Middle School to take part in Wellness in the Westshore assemblies with grades 6, 7 and 8. Staff gave youth information on the programs at WSPR as well as resources for how to take care of their mental health over the summer. The coordinator also attended the Building Safer Communities – Community of Practice webinar along with around 60 other grant recipients from across Canada.

12 new summer camp staff were hired and provided with a 2-hour WSPR new staff orientation, and will be attending the full summer training in June.

94 Forward is the organization that manages legacy funds from the 1994 Commonwealth Games and funds high-performance organizations across various sports. On Friday, May 24th, 94 Forward provided two opportunities to connect with elite skateboarders and the Canadian Skateboard team. The first was a luncheon where WSPR staff discussed opportunities for developing leaders and coaches in skateboarding. The second opportunity was attending the Professional Pathways Speaker Series: An Evening with Game-Changing Canadian Skateboarders. This event highlighted four skateboarders, both high-level competitors and professional skateboarders, as they shared their stories of achieving their goals and successes.

258 youth attended Friday night youth nights in May. Exciting new additions to the inventory of fun activities include a 20'x10' climbing wall and a 30' three lane bungee run course, both funded by the Building Safer Communities grant.

Youth and sport program registrations were fantastic in May. Twelve new babysitters were trained through the Red Cross babysitting program. The fully-enrolled Cooking for Fun class celebrated Mother's Day by making desserts for their moms. Three youth are in the middle of a campaign with our Dungeons & Dragons club, which is a record for this growing program. The Junior Golf & Women with Drive golf programs are near capacity, and additional pickleball lessons for May were full, with many having waitlists.

Centennial Centre arts staff hosted multiple onsite and offsite art and pottery field trips for schools including Happy Valley, David Cameron and Discovery School. To celebrate Youth Week, staff also hosted a glo-themed art and dance event at Centennial Centre on May 2nd. This event was well attended, and youth enjoyed the glo in the dark art and dance activities as well as snacks, pizza, and an ice cream sundae station. Youth also participated in a collaborative art project using stickers. This piece will be displayed at Centennial Centre once completed. Youth Night at Centennial Centre on Thursdays continues to grow, with over 30 youth participating in activities including art, games and dance each week.

Afterschool care (ASC) children, and more specifically, their parents, continue to enjoy swim lessons as part of the ASC curriculum. Registration is now complete for the 2024/2025 school year. Every group is full with a lengthy waitlist. Ten additional spots have been opened in the David Cameron group for a total of 20 children.

During May, the 10-month preschool programs created Mother's Day gifts, continued to learn French songs once per week and started to play outside more now that the weather is getting nicer. Bright Beginning for May & June are full with 5 children on each waitlist. Along with making Mother's Day gifts the highlights of May included the daycare children being the first kids to try out the new climbing wall in the Indoor Sports Complex. The Bug Zoo also came for a visit to teach the kids about every and all things bugs!

Aquatics

The pool returned to full operations in May, following the annual shutdown. Lessons were in full swing and saw great benefits from the addition of junior instructors and floaters in the schedule to help manage the high volume of classes. The swim instructor program also continued in May with the practicum portion of the course, where participants are in the water shadowing classes. Two advanced courses were also offered, Bronze Cross and Bronze Medallion.

The pool also had consistent school bookings throughout the month, with schools booking time slots on Wednesdays or Fridays to bring classes on a pool trip. 10 groups came to visit the pool with great success!

An after-hours youth night swim was held on Saturday, May 4th in partnership with City of Colwood as part of youth week. Participants enjoyed the new fun inflatable pool slide and DJ on the pool deck. Staff continue to upgrade signage on the pool deck to improve the swimmer and spectator experience.

Fitness and Weights

The fitness department celebrated Move For Health Day on Friday, May 10th by offering \$2 admissions for the 9am Total Body Conditioning class and 6:15pm On the Ball fitness classes.

Several new fitness programs were launched in May, including the Essentrics program, barre fitness and additional youth weightroom orientations.

New weightroom-based fitness programs have been added, including Weightroom for Beginners and Golden Strength. These programs are designed to introduce participants to the weightroom equipment and create a proper foundation for strength training focusing on form and technique.

Arena, Events, and Golf

The end of the Grizzlies' season meant the ice was removed from the JDF Arena, which transitioned to a dry floor in early April and marked the beginning of lacrosse season and regular practices. The Outdoor Show, held in the Indoor Sports Complex and JDF Arena, was a booming success and may expand to the Q Centre Arena in 2025. Birthday parties remain busy, with 2-4 parties every weekend.

Golf remained popular in April with 3,256 rounds played, making it the 10th busiest April since 1999. The average temperature was 11°C, with varied weather conditions.

Equity, Diversity, and Inclusion

The community development programmer participated in the Accessibility for Deaf Individuals: A Workshop for Municipal Sport and Recreation Providers workshop put on by the Provincial Child and Youth Mental Health & Deaf and Hard of Hearing Services. It outlined what is required to meet legislation of human rights and the duty to accommodate, and featured members from the community with lived experiences of using recreation facilities as a person with hearing impairment or a family member living with hearing impairment.



Grant Brown, Administrator

The board inquired and it was noted that the Queue-it waiting room system grants patrons access to the website in random order if they arrive on the website prior to 6AM on registration days, and patrons arriving on the website after 6AM will move through the queue on a first-come first-served basis.

MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE REPORT BE RECEIVED AS PRESENTED.

CARRIED

IN CAMERA

11. 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 Part III, Section B of the Board policy manual shall be excluded on the basis of sections 1.(1)(k) proposed provision of a service AND 1.(1)(l) objectives, measures and progress reports.

April Luchinski and Wei Wu left the meeting at 8:27PM.

RISE AND REPORT

MOVED/SECONDED BY DIRECTORS JANTZEN AND STANTON THAT WSPR AND OWNER MUNICIPALITIES EXPLORE THE FEASIBILITY OF CONSTRUCTING PICKLEBALL COURTS USING RESERVE FUNDS UP TO \$400,000.

CARRIED

ADJOURNMENT

12. ***MOVED/SECONDED*** BY DIRECTORS DONALDSON AND STANTON THAT THE MEETING BE ADJOURNED AT 9:19PM.

CARRIED