

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, May 9<sup>th</sup>, 2024, in the Westshore Room**

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**PRESENT:** Directors Leslie Anderson (acting chair), Shelly Donaldson, Kimberley Guiry, Misty Olsen (alternate), and Alison MacKenzie (alternate)

**ABSENT:** Directors Damian Kowalewich and 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  
Tiffany Moore, recorder

**STAFF ABSENT:** N/A

**PUBLIC PRESENT:**

Carolyn Richman, City of Colwood  
Iain Bourhill, City of Colwood

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY DIRECTORS OLSEN AND DONALDSON THAT THE AGENDA BE APPROVED AS PRESENTED with the amendment of receiving Delegations before Standing Committees.  
**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS DONALDSON AND OLSEN THAT THE MINUTES OF THE REGULAR MEETING ON APRIL 11, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.  
**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

### CHAIR'S REMARKS

5. Leslie Anderson, acting chair, commented that Nicky Brown won the BCRPA Community Leadership award last week. West Shore Parks & Recreation received the RFABC Outstanding Facility award for the Thrifty Foods Skatepark, as well as a BCRPA Facility Excellence honourable mention.

### DELEGATIONS

6. a) Carolyn Richman from City of Colwood gave a presentation that highlighted the following:
- The five Westshore municipalities have declared climate emergencies and are creating strategies for climate mitigation and adaptation.
  - City of Colwood's Climate Action Plan directs the city to work toward 100% renewable energy and net zero corporate emissions by 2050.
    - Recreation contributes 35% of City of Colwood's emissions.
    - Building retrofits will reduce emissions, reduce the time required to meet targets, sequester carbon, and support community needs related to heat events, air quality, water supply, and green infrastructure.
  - City of Colwood is seeking an endorsement from WSPRS to apply for Community Building Retrofit funding through the Federation of Canadian Municipalities (FCM).
    - The FCM funding is expected to cover 80% of the costs of a feasibility study and plan to retrofit WSPRS and Colwood community buildings.
    - The remaining 20% of funds are expected to be covered by BC Hydro.
    - FCM has approved the pre-application and invited a full application.
    - Mayors of all five municipalities have endorsed their support.
    - The Province of British Columbia has endorsed its support.

The board discussed WSPRS's financial obligation if BC Hydro funding is not approved; strategies other than building retrofits to meet targets; eligibility for additional funding; benefits of the feasibility study; and collaboration between municipalities.

**MOVED/SECONDED** BY DIRECTORS OLSEN AND DONALDSON THAT WEST SHORE PARKS AND RECREATION SOCIETY THAT WEST SHORE PARKS AND RECREATION SOCIETY BOARD OF DIRECTORS ENDORSE A PARTNERSHIP BETWEEN THE CITY AND WEST SHORE PARKS AND RECREATION TO ACQUIRE FUNDING AND PLAN FOR BUILDING RETROFITS FOR ENERGY EMISSIONS, EFFICIENCY, AND CLIMATE RESILIENCE;

AND THAT WEST SHORE PARKS AND RECREATION SOCIETY BOARD OF DIRECTORS ENDORSES A JOINT FCM GRANT APPLICATION FOR THE COMMUNITY BUILDING RETROFIT FUND TO COVER 80% OF THE COSTS FOR FEASIBILITY STUDIES WITH ROADMAPS FOR BUILDING RETROFITS.

**CARRIED**

Carolyn and Iain left the meeting at approximately 6:00PM.

### STANDING COMMITTEES

7. a) Wei Wu, manager of finance and administration, gave a presentation that highlighted the following:
- Quarterly updates
  - Financial highlights
  - Financial position

- YTD revenues and expenditures vs. prior year and annual budget
- Future budget implications
- Change in payment processor after June 4, 2024

The board discussed financial and environmental implications and effects on user groups if converting grass fields to turf. The board also discussed pickleball funding and usage.

#### **OLD BUSINESS**

8. N/A

#### **NEW BUSINESS**

9. a) Fitness & Rehabilitation staff presentation:

*Krista Enderud, fitness coordinator, and Kaitlyn Waring, fitness program assistant, gave a presentation that highlighted the following:*

- Department growth post-Covid-19.
- Introduction of cleaning cloths and reduction of paper waste and expense.
- Replacement of cardio equipment and installation of a new glute bridge machine.
- Reorganization of the weightroom.
- Expansion of weightroom-based programs.
- Small-group orientations for Brookes and Westshore Secondary students and Washington Kids Network. Increased offerings of regional youth orientations.
- Maximum capacity reached in weightroom at peak times. Drop-in fitness studio times are now available as overflow.
- Increased participation in fitness programs and Aquafit; new programming planned for outdoor fitness and drop-in classes.

The board commented on the cleaning cloths and inquired about pop-up drop-in classes.

Krista and Kaitlyn left the meeting at approximately 6:25PM.

#### **FOR INFORMATION**

10. a) **Tree management procedure:**

*Grant Brown, administrator, noted the following:*

- Staff have updated the tree management procedure.
- Staff will develop a tree inventory.
- Staff will budget funds for consultant work by arborists until staff are fully able to support the procedure.
- The procedure will be expanded according to Colwood's bylaw, currently in development.

**b) Administrator's report**

*Grant Brown, administrator, commented on the following:*

- Nicky Brown won the BCRPA Community Leadership award last week
- Changeroom lockers are currently being assembled, with installation expected to begin by the end of May.
- May 10 is move for health day. WSPR is offering \$2 fitness and golf opportunities.
- Key members of the community are invited to participate in Access Westshore's wheelchair basketball event on May 29.
- Two tennis courts have been resurfaced and a new net will be installed. Completion of the remaining two courts is expected within two weeks.

# STAFF REPORT

<b>TO:</b>	West Shore Parks & Recreation Board Members
<b>FROM:</b>	Grant Brown
<b>DATE:</b>	May 2024
<b>SUBJECT:</b>	Administrator's Report

## Administration/Human Resources

The finance team completed the 1<sup>st</sup> quarter financial reporting, including a detailed analysis of the Society's financial position year-to-date. For the remainder of May, the team will focus on items delayed due the audit and the annual report.

Reception hired a third team lead, which will enhance supervision and support to the reception team between 8:30am and 9:30pm 7 days per week. Staff are in the process of hiring an administrative system assistant to increase departmental support in various IT-related tasks, including troubleshooting IT issues, training staff on the recreation software, developing reports, and providing support to resolve functionality problems with the recreation software.

Human Resources has begun the process of enhancing services provided to all departments. These include centralized reference checks, interview guides and further recruitment support. In preparation for the new BC occupational first aid requirements that take effect in November, an additional OFA2 has been added and the OFA2 coverage has been expanded to 7-hour days. Training is being developed to meet the enhanced OFA1 requirements. The occupational health and safety committee will be enrolled in mental health first aid training in the fall and is currently reviewing updates to the Dealing with Challenging Situations policy.

The Thrifty Foods Skatepark was the recipient of the RFABC (Recreation Facilities Association BC) - Bill Woycik Memorial Award for Outstanding Facility within BC. Bobbi Neal accepted the award and provided a presentation on the skatepark at the RFABC conference in Harrison Hot Springs. The skatepark also received an honorable mention for the "Facility Excellence under \$3million Award" through BCRPA.

## Operations

### Maintenance

Several crucial improvements and repairs were made during the pool shutdown. A butterfly valve on the river run piping was replaced, restoring it to full operation, and air relief valves were integrated into the hot tub and leisure pool heat exchanger piping, and a purge valve was added to the leisure heat exchanger. New gauges were installed for the leisure pump, and the ChlorKing sanitization system cells were replaced. Various valve replacements were carried out, including new butterfly valves for the leisure pool heating loop and the removal of a corroded valve in the leisure pool filter loop, which was replaced with a PVC valve

resistant to saltwater corrosion. Corroded parts were replaced on the pool AHU, ensuring its proper functioning.

Additionally, extensive refurbishments during the pool shutdown period took place. Notable enhancements include the rebuilding of sauna benches, replacement of door handles and hinges, and thorough cleaning and sanitization of the main pool and surge tank. Myrtha Pools was able to send an installer to address seam issues that were causing leaks in the main pool. The leisure pool underwent repairs to its marcite basin, full cleaning, and replacement of hardware for its water slide. All three changerooms received comprehensive maintenance, including repairs or replacements for toilets, faucets, fixtures, and a fresh coat of paint. Further improvements involved the installation of new speakers by Pacific Audio Works and the restoration of pool deck and beam surfaces.

Beyond the pool area, shutdowns and renovations were carried out in the Kids Cottage, Kids Cove, and Playroom, which included painting, deep cleaning, and repairs to various components. Additionally, security measures were bolstered with the installation of fob locks on plant room doors and reception areas.

Various postings were filled with internal appointments filling vacant positions and the hiring and orientation of 4 new auxiliary staff. Specifically, the vacant FMW3 position was internally filled, as was the cleaner position by an auxiliary staff member. The now-vacant nightshift FMW2 position is slated to be posted.

Capital project work included the installation of new air handling units for the pool offices and The Q Centre Arena lobby and glycol lines were laid for an upcoming AC unit installation at the Q Centre.

### **Parks**

One of the buses was experiencing leak issues and underwent maintenance to repair the seals, ensuring its continued functionality and reliability.

In preparation for spring, the golf greens underwent deep tine aeration and top-dressing with sand, while upcoming plans involve aerating and overseeding tees. Despite facing disease issues, the greens are showing signs of improvement with rising temperatures.

Aeration was conducted on lawn bowls' greens A and B, with plans for aeration on C and D in the following weeks. JDF Lawn Bowls has started their 2024 season.

Fields and diamonds saw Triangle Athletics commence touch up painting of their team colours on the buildings and dugouts, while diamond 2 saw the replacement of the infill mix with a less compacted material. Fields 2 and 3 are scheduled for overseeding, while Field 1 accommodated practices for the West Shore Rugby club, as three teams advanced to provincial semifinals.

Maintenance issues were addressed, such as a broken accessible swing in the upper playpark and the installation of sails at the daycare playpark. Lamp replacements were carried out at the lacrosse box, enhancing visibility and safety, and irrigation systems underwent repairs, with minor issues resolved. Lastly, the new score clock has been installed in the lacrosse box.

## **Programs**

### **Community Recreation**

A new youth room drop-in session has begun on Tuesday nights. "Game of the Week" is a strategy and video game-based drop-in, that has run twice with low attendance thus far. 226 (56 avg) youth attended Friday youth nights in April which is quite impressive considering the pool was closed for 2 of the 4 nights.

Daycare and 10-Month preschool participated in a week long Kids on Wheels program, which was a partnership with the Pacific Institute for Sport Education (PISE). PISE provided push bikes and 1.5 hours of instruction with the children in the lacrosse box. The children enjoyed learning how to ride and playing games while learning bike safety. Daycare started another set of swim lessons on Tuesday mornings. All 24 children rotate through a 30-minute lesson. The daycare was also invited to take part in a "Good Start Matters" project from the BC Healthy Living Alliance. The program began on April 22<sup>nd</sup> and involves a team who evaluates and determines the best ways to support educators with the implementation of Licensing Standards for Active Play. If successful, staff will be able to adapt the recommendations to other programs.

The Camosun College dental program held a talk with the preschool and daycare children about the importance of brushing, flossing and taking care of their teeth. Each child took home a goodie bag with all the essentials to do this. Summer registration for preschool programs took place on April 11<sup>th</sup>. Summer preschool positions have been reposted due to a lack of qualified applicants.

Afterschool care (ASC) swim lessons started with 12 children on April 23<sup>rd</sup>. Staff hope to expand this program with aquatics and service more families. Dark Horse Athletics is finishing up 6 classes with 4 ASC groups. This was a fun activity for the groups, and staff are looking to continue this opportunity. The Pro-D Day program on April 2<sup>nd</sup> was full with a waitlist. ASC registration for new families took place on April 17<sup>th</sup> with over 75 new family registrations submitted. Summer camp registration took place on April 11<sup>th</sup>. All camps are full with lengthy waitlists.

### **Aquatics**

During April the pool closure was in full effect, with maintenance crews working hard to patch and repair many areas of the pool. Staff were able to get the sauna benches rebuilt, patch sections of the pool liner, install new speakers, and repair the river run. As well, staff deep cleaned the entire area, and painted the pool deck and changerooms where required.

The aquatics staff team held a dry land in-service, where staff practiced and refreshed their first aid skills. Aquatics admin staff prepared for the start of swim lessons and added new communication tools for families with a welcome letter sent out the week prior to lessons starting.

When the pool re-opened everyone was very excited restart their aquatics routines. A National Lifeguard recertification class was held, which many staff attended. At the end of the April another session of the WSPR swim instructor program was offered.

### **Fitness and Weights**

The weightroom continues to remain exceptionally busy heading into spring, with peak times reaching max capacity at over 95 participants. Peak times have increased to 4-7pm with a large number of students and youth accessing the facility.

The fitness studio has been made available to the public during vacant times between programs to help alleviate the congestion in the weightroom and provide patrons with additional functional space. Additional weightroom staffing has also been added to help support the volume.

Staff are still receiving positive feedback regarding the switch over from paper towels to the use of individual cloth towels with patrons noting how clean the weightroom is considering how busy it is compared to other facilities.

Fitness classes that continue to experience high popularity include power circuit, bootcamp, indoor cycling, body sculpt, 50 plus strength and stretch. Growing in popularity are the Fitness is Golden, Golden Strength, TRX combo, and Zumba classes.

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

March was the 5<sup>th</sup> busiest March since 1999 with 3,570 rounds of golf.

The Grizzlies wrapped up the regular season and finished 4<sup>th</sup> in their division. This sealed home ice advantage for the first round. The Wolves hosted their prospect camp at the end of March. The camp was a success with 6 full teams of young players.

The World Cup Soccer tournament was hosted for the first time on the JDF soccer fields and was a huge success. It is a jamboree-style soccer tournament for youth of all ages.

Ice out took place at the end of March in the JDF Arena. The JDF Arena will be the home for lacrosse until the end of June.

Fun stats for March indicate the top two food items sold at the Q Centre concessions during the Grizzlies regular season were popcorn: 2,777 and Fries: 1,618.

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

WSPR staff recently attended events including the Royal Bay Easter Egg Hunt on Saturday March 30<sup>th</sup>, where staff provided a children's bunny ear craft. Staff also attended the Earth Day event on Sunday April 21<sup>st</sup> at the Jordy Lunn Bike Park. Activities included a children's craft station painting rocks and creating pinecone bird feeders.

The Juan de Fuca Seniors' Association current membership sits at 1,146 members.



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*Grant Brown, Administrator*

**MOVED/SECONDED** BY DIRECTORS GUIRY AND DONALDSON THAT THE REPORTS BE RECEIVED AS PRESENTED.  
**CARRIED**

**IN CAMERA**

10. *N/A*

**TERMINATION**

12. **MOVED/SECONDED** BY DIRECTORS OLSEN AND DONALDSON THAT THE MEETING BE TERMINATED AT 6:41PM.  
**CARRIED**

Adopted June 13, 2024