

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, October 10<sup>th</sup>, 2024, in the Westshore Room**

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**PRESENT:** Damian Kowalewich, Shelly Donaldson, Kimberley Guiry, Leslie Anderson, Dean Jantzen

**ABSENT:** N/A

**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:** John Uliana (independent), Urmas Anniko (independent)

**CALL TO ORDER**

1. The chair called the meeting to order at 5:32pm.

**APPROVAL OF AGENDA**

2. **MOVED/SECONDED** BY DIRECTORS DONALDSON AND JANTZEN THAT THE AGENDA BE APPROVED, WITH THE ADDITION OF A CENOTAPH UPDATE.  
**CARRIED**

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS ANDERSON AND GUIRY THAT THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 12<sup>TH</sup>, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.  
**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. N/A

## DELEGATIONS

6. John Uliana, member of the public, gave a PowerPoint presentation to gain support for adding squash courts to WSPR which highlighted the following:
- Overview of the sport, court specifications, population growth and projections.
  - Existing facilities, including occupancy and scheduling.
  - Benefits of recreation centre partnerships and benefits to municipalities as outlined in the Colwood Parks & Recreation Master Plan.
  - Projected needs and a recommendation to plan/construct 6 squash courts.
  - Funding opportunities.
  - Organizational model.

Urmans Anikko, member of the public, added a comment regarding a long commute to play squash.

The board thanked John for his presentation and responded with questions regarding the number of players in the Westshore area, potential for mixed-use space, a 3P funding model, and removing barriers for access to sport.

***MOVED/SECONDED BY DIRECTORS GUIRY AND ANDERSON THAT THE PRESENTATION BE RECEIVED. CARRIED***

John Uliana and Urmans Anniko left the meeting at approximately 5:50 p.m.

## STANDING COMMITTEES

7. a) Finance committee: 2025 budget  
*Wei Wu, manager of finance and administration, gave a PowerPoint presentation that highlighted the following:*
- 2024 financial projections and major variances.
  - 2025 budget considerations including wage increases, insurance premium increase, and sewer cost increase.
  - 5-Year financial plan 2025-2029,
    - Projecting year over year revenue increase.
    - Youth fee increases will be withheld until they match child rates.
  - 2025 major expense increases.
  - Summary of the 2025 capital projects.
  - 5-Year reserve continuity is healthy and will result in a balanced budget by 2029.
  - Requisition impact to each municipality.
    - Increases and decreases are due to changes in property assessments in each municipality.
    - Most of the requisition covers capital projects while operations are mostly covered by revenue.
  - A 5-year capital plan will be presented to CAOs along with the draft budget.
  - BC population projections are now using the same statistics as the library and will help all municipalities compare data.

The board briefly discussed sewer cost increases; groundwork GIS data; insurance premiums and earthquake coverage; security cameras and retention of footage; conversion of auxiliary to regular positions; and budgeting for the velodrome turf replacement.

***MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE 2025 BUDGET BE APPROVED TO BE FORWARDED TO THE MEMBER COUNCILS FOR APPROVAL.***

**CARRIED**

**OLD BUSINESS**

**8. a) Turf field costs:**

*Ron Dietrich, manager of operations, highlighted the following:*

- Turf is expensive to build and must be surrounded by concrete and fencing.
- Cost comparisons have been completed.
- Increased revenue from increased use will fund turf replacement in 12-15 years, but not initial build.
- Return on investment is 35 years.

The board discussed the possibility of securing grants, though tire stewardship grants are not a viable option due to current virgin rubber requirements; environmental concerns associated with crumb rubber; cost of environmental mitigation is not included in current projections; disposal methods of old turf; and weighing the loss of revenue from grass fields with costs of turf.

**MOVED/SECONDED BY DIRECTORS ANDERSON AND GUIRY THAT THE PRESENTATION BE RECEIVED.**

**CARRIED**

**b) Triangle Athletic Association options:**

*Ron Dietrich, manager of operations, highlighted the following:*

- Expanding the size of fields would require the removal of the Rotary picnic shelter and playground. This is a significant undertaking and has not been costed.
- Cost projections include large netting to prevent foul balls on the golf course, DND, and playground/picnic shelter.
- Costs are unlikely to be recovered by revenue from youth usage, and access for adult players would be lost.

The board discussed a long return on investment; considering user groups and needs; maintaining alignment with WSPRS values; fundraising opportunities; control over fields; use of portable mound and potential for injury associated with permanent mound; redundancies in the master plan; availability of Langford Park for consideration; different age players could be accommodated with 2 sets of foul poles and ability to move home plate and bases; WSPRS encourages all user groups to participate in the Westshore parks and recreation facilities master plan engagement sessions.

**MOVED/SECONDED BY DIRECTORS JANTZEN AND ANDERSON THAT THE ADMINISTRATOR PREPARE A LETTER TO TRIANGLE ATHLETIC ASSOCIATION STATING WSPRS HAS HEARD THEIR CONCERNS AND ENCOURAGES THE ASSOCIATION TO PARTICIPATE IN THE WEST SHORE PARKS & RECREATION FACILITIES MASTER PLAN PUBLIC ENGAGEMENT SESSIONS.**

**CARRIED**

**c) Youth program financing:**

*The administrator highlighted the following:*

- The youth program financing report summarizes the last meeting, with added clarity into the costs and requisition.

The board discussed the importance of this initiative; the role of food in programming and potential community contributions/sponsorships; potential for neighbouring municipalities to apply for same funding; the model is established; third party engagement and relationship building; investment in program balances spending and other challenges elsewhere; comparable program offerings within the owner municipalities; and noted that awards through BCRPA/RFABC may be applicable.

**MOVED/SECONDED** BY DIRECTORS ANDERSON AND JANTZEN THAT STAFF PROCEED WITH 2026 BUDGETING FOR YOUTH PROGRAM FUNDING AT A MINIMUM SERVICE LEVEL OF OPTION 5 FROM THE REPORT.

**CARRIED**

## NEW BUSINESS

### 9. a) Staff presentation – Reception/Software:

*Chantelle Bremner, systems specialist, gave a presentation that highlighted the following:*

- Introduction to Pam Yesaki, reception team lead, and Le Vu, systems assistant.
- Reception front desk and admin duties
- Reception stats
- Overview and stats of Intelligenz registration software system
- Overview of future Intelligenz projects

The board thanked Chantelle for the presentation and inquired about locker tokens.

**MOVED/SECONDED** BY DIRECTORS GUIRY AND JANTZEN THAT THE PRESENTATION BE RECEIVED.

**CARRIED**

Chantelle Bremner, Le Vu and Pam Yesaki left the meeting at 7:07PM.

### b) Major tenant lease negotiation - board representatives:

*The administrator highlighted the following:*

- Two board members are needed to join lease negotiation talks with Grizzlies/Shamrocks ownership and asked for expressions of interest.
- Meetings will be held in November and wish lists will be shared from both sides.
- A report will be provided to the board in camera in advance of the meeting.

**MOVED/SECONDED** BY DIRECTORS ANDERSON AND DONALDSON THAT DIRECTORS GUIRY AND JANTZEN REPRESENT THE BOARD DURING NEGOTIATIONS, WITH AN IN CAMERA MEETING TO BE HELD PRIOR TO THE NEGOTIATION MEETING.

**CARRIED**

### b) Cenotaph update:

*Director Jantzen requested information regarding the upcoming November 11 ceremony at the Cenotaph and provided the following update:*

- Designs for the Cenotaph upgrade have been shared with Director Jantzen and will be brought to the board as an agenda item at an upcoming meeting.
- WSPR staff will participate in a planning meeting with Colwood staff.

**MOVED/SECONDED** BY DIRECTORS DONALDSON AND ANDERSON THAT THE UPDATE BE RECEIVED.

**CARRIED**

## FOR INFORMATION

### 10. a) Administrator's report

*Grant Brown, administrator, commented on the highlights of the following report:*

- The pickleball RFP and master plan RFPs are being reviewed by a consultant and each will be released next week.
- A pickleball media release will also be published and a positive reaction is expected.
- Saanich is overseeing a grant-funded project to serve older adults and WSPR participated in a workshop and will support upcoming regional efforts to serve older adults.

## STAFF REPORT

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

### Administration/Human Resources

The final touches are being put on the outdoor pickleball court construction project Request for Proposals (RFP). The RFP will be issued on October 15<sup>th</sup> and an accompanying press release will be issued which includes a quote from Director Kowalewich.

The first draft of the RFP seeking a consultant for the West Shore Parks & Recreation Facilities Master Plan has been forwarded to the Society members' chief administrative officers for comment.

The finance department presented the draft 2025 budget to the Society members' finance directors. This annual meeting provides an opportunity for the WSPR staff to elicit feedback on what the members may be interested in knowing more about or where to provide greater clarification. It was suggested that a 5-year capital plan forecast be added to the financial plan package, which staff has implemented.

Human resources took part in several product demonstrations from recruitment and on-boarding software companies and presented the most desirable option to the management team. The preferred application will improve the recruitment process at WSPR, allowing for a more professional and communicative approach as prospective applicants look to join the WSPR team. The application fees have been included in the 2025 financial plan.

### Operations

#### Maintenance

The Q Centre chiller/pre-cooling project advanced with the relocation of a fan from the north end concourse to the lounge south end coupled with the installation of a small coil to provide supplementary

cooling to the upper lounge. Additional work to re-duct two coils to run in parallel is expected to improve the main cooling efficiency. Other key mechanical work included the installation of a waterslide pump, returning the slide to operation, and the replacement of four salt cells for the ChlorKing system, ensuring all units are fully functional. The snow dump pumps at the Q Center were disassembled, cleaned, and restored to working order and the snow melt pit at the JDF Arena, which experienced a hydraulic leak, was drained and repaired.

The Q Centre ice installation was completed, and a crack with exposed rebar in the 55+ Activity Centre's foundation was filled. A permanent gate was constructed to block access to the rooftop outside the Childcare Centre stairway. The troubleshooting of crooked basketball hoops in the indoor sports complex revealed a manufacturing defect that the company is rectifying under their workmanship guarantee. Lights in the pottery studio and the universal washroom at Centennial Centre were converted to LED, and blinds in the Oak Room were replaced. A large backlog of work requests was also addressed.

An auxiliary staff member with full availability has been hired, while a longtime Facility Maintenance Worker 3 has temporarily stepped into the vacant Mechanical Lead Hand role, leaving both their position and an afternoon level 3 shift unfilled.

### **Parks**

The parks department made capital purchases of a new ½ ton pickup truck along with a baseball infield conditioner.

Crews aerated and top-dressed tees and fairways on the golf course, and aeration of the greens took place October 1st. The greens are in good shape as fall approaches, with minimal signs of disease. Following the final tournament of the lawn bowls season, two of the four greens have been aerated and the remaining two will follow as soon as weather permits. Crews are also monitoring a minor outbreak of dollar spot on two of the greens.

Aeration of one of the three soccer fields has been completed and the others will be aerated in the coming weeks. With fall sports back in full swing, JDF Soccer and West Shore Rugby teams have resumed practices on the fields. In addition, two concrete bleacher pads are being installed on Field 1 to better accommodate spectators.

A piece of equipment in the lower play park was removed due to a potential crush injury hazard after the spring on a teeter-totter broke. Graffiti removal was completed in the skatepark, and annual plants are being removed from gardens. Roadwork, including crack sealing and line painting, is near completion but remains dependent on the weather. Efforts are ongoing to reconnect the irrigation system at the 55+ Activity Centre to improve garden areas. In the coming weeks, the potable water line to the Kids Cottage will be replaced due to leaks, and installation of a drinking fountain at the skatepark is also underway.

September saw average temperatures and below-average precipitation of only 32mm, which impacted the scheduling of some outdoor maintenance tasks.

## **Programs**

### **Community Recreation**

On the sports side, staff welcomed Pacific Archery Academy as a new contractor. Their programs have been a hit so far, with their 5 classes running at 92% capacity. Fall tennis lessons ran with 29/32 participants between the adult and kids' programs. Pickleball lessons ran with 30/32 participants between 5 classes in September; more classes will be added in October, November, and December.

Youth programs started strong with the new school year. 14 youth completed the Home Alone course, and 12 participated in the babysitting course. 8 youth learned to make buttermilk pancakes with blueberry coulis in their cooking class. Friday youth nights saw a total of 230 youth attend throughout September, with 100 attending on September 27th alone!

Thursday night art & movement youth drop-in started back up with an average of 15 youth attending at Centennial Centre. Two new functional pottery workshops for parents & children were offered and both were well-attended, and Sunday night private pottery classes are sold out for the fall.

Staff attended Spencer Middle School's Open House and Wellness fair, showcasing all the great youth opportunities that WSPR offers. Staff are excited to announce that WSPR was again successful in securing the \$10,000 Co-op community grant for youth programs.

Afterschool care is settled and full with 140 children. They are enjoying the outdoor spaces and many out trips while the weather is nice. Science and art class for 2 groups is starting in October. The first Pro-D Day was a success with 2 full programs that served 40 children.

The daycare welcomed 14 new children/families who are fitting in well and having lots of fun learning all the routines. 10-month preschool started the week of September 9<sup>th</sup>. Preschool registration has declined this September, with only 70 kids registered in various programs for ages 3 to 5 years. A posting is out for an ECE staff member for one of the programs, but the recruitment has been unsuccessful so far.

Nature Preschool operates on Tuesdays and Thursdays, with seven children attending both days. The program takes place outdoors, rain or shine. A new staff member is leading this program and has planned many engaging activities.

Bright Beginnings is progressing well with 14 children aged 2 to 3 years. This staff member, who is new to the preschool department, is also organizing a variety of fun activities tailored for this age group.

WSPR staff attended the Highlands' Fling on September 8th with activities that included children's games and crafts, as well as the Langford Food Truck and Music Festival on September 21<sup>st</sup>, providing colouring activities and paper plate tambourines.

### **Aquatics**

September is always a big transition for the pool as many of the staff head back to school or change their schedules for the new school year. With the number of lessons starting in September the volume

of scheduling work performed by the program staff was large and they were busy keeping everything organized.

Two in-service training sessions were held the first week of September for all 85 staff which were very well received. The training focussed on swim lessons, improving teaching skills and making it a better experience for participants. Staff also enjoyed a friendly game of underwater hockey.

With pools in the surrounding areas closed for a few weeks in September, the regional reciprocal agreement allowed WSPR to welcome new faces from other facilities. As a result, both aquafit classes and lane swimming experienced increased participation. Regular school groups have begun their seasons, with both Royal Bay and Belmont bringing in their inclusion groups. Additionally, some blended learning programs have started. There have also been numerous requests for school swims and lessons for school groups and daycares.

WSPR hosted Language in the Pool, a program run by BC Family Hearing Resource Society, which provided education for families with children that are deaf or hard of hearing on how to use the pool facility. Youth night swims are back up and running with youth staff present. A waterslide replacement pump was installed and staff were able operate the slide for fun swims.

### **Fitness and Weights**

Many patrons and students were welcomed back in September as they return to their schedules after summer, resulting in many full classes and a busy weightroom. It was also an exceptionally busy month for personal training and weightroom orientations, with 15 personal training packages and 13 rehabilitation sessions sold.

Youth weightroom orientations were booked and several school groups from Brookes and West Shore Secondary School completed group sessions. These orientations review weightroom safety and etiquette, along with use of the cardio and select strength equipment. Aquafit classes saw increased attendance and visiting participants over the first two weeks of September as two local pools were closed for annual maintenance.

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

Early September was an eventful time for the arena and events team, highlighted by the Victoria Shamrocks' playoffs. The Shamrocks won the WLA Championship and advanced to the Mann Cup in September. The final two playoff games drew large crowds with standing room only. The food and beverage team performed exceptionally well, managing busier-than-expected conditions that even surpassed the 2019 Mann Cup games. Activity also ramped up in the JDF Arena with the Wolves' camp and exhibition games, followed by the Grizzlies' camp which began at the start of September, and Grizzlies' exhibition games were held in mid-September.

The Swap and Shop event concluded over the Labour Day weekend after a busy summer. While it had a slow start in the spring due to unfavorable weather, attendance picked up during the summer months. The Layedout Car Show was a major highlight, growing into the largest car show in British Columbia with between 600 and 700 cars on display.



Fun statistics include the sale of 5,132 alcoholic beverages at The Q Centre concessions and an average attendance of 1,854 for the five Shamrocks playoff games. The most attended game was Game 4 of the WLA finals, which drew 2,533 spectators.

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

The seniors association membership is currently at 952 for the term (membership term is September to August).

Staff participated in a discussion regarding the CO-PLAY Network. The intent is to create physical activity and physical literacy opportunities for newcomer children and youth by leveraging existing work while building infrastructure to help organizations better connect, evaluate, and learn from one another, without requiring additional contributions beyond what is already being done.

Staff also participated in a workshop to explore partnering with Greater Victoria community groups in addressing challenges faced by seniors in the area. The target group, seniors over 55 years old, who experience social isolation and vulnerabilities in areas such as culture, transportation, technology, health, caregiving, and volunteering, will benefit from the proposed collective impact plan.



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*Grant Brown, Administrator*

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

**CARRIED**

### **b) Regional Parks & Recreation Facilities Master Plan:**

*The administrator highlighted the following:*

- This will be a standing agenda item.
- Draft 3 of the RFP has been sent to CAOs. The final document will be released on October 20 or 21 and a vendor will be selected in December.
- Creating the master plan will be a 12-18 month process, with public consultations to be held in Spring 2025.

**MOVED/SECONDED** BY DIRECTORS GUIRY AND DONALDSON THAT THE UPDATE BE RECEIVED.

**CARRIED**

### **c) Strategic Priorities update:**

*The administrator provided the following update:*

- The bi-annual update has been made to the strategic priorities document with new additions added in bold.
- The new strategic priorities will be created with the support of a consultant.
- A reporting back process will also be created to streamline information and updates.

The board briefly discussed the success of the last plan and it was noted that council members read this document in detail. Staff will confirm that the girls skateboarding camp is included in the document, as it was a highly accessible program.

**MOVED/SECONDED BY DIRECTORS GUIRY AND ANDERSON THAT THE UPDATE BE RECEIVED.  
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)(a) personal information about an identifiable individual.

WSPR staff left the meeting at 7:32PM.

#### **ADJOURNMENT**

12. **MOVED/SECONDED BY DIRECTORS GUIRY AND ANDERSON THAT THE MEETING BE ADJOURNED AT 7:52PM.  
CARRIED**