

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, May 8th, 2025, in the Westshore Room**

PRESENT: Directors Kimberley Guiry, Leslie Anderson, Shelly Donaldson, Misty Olsen (alternate)

ABSENT: Director Alison MacKenzie; Director Dean Jantzen; Ron Mattson (alternate)

STAFF PRESENT:

Grant Brown, administrator
Wei Wu, manager of finance and administration
April Luchinski, manager of human resources
Ron Dietrich, manager of operations
Teresa Janisch, recorder

STAFF ABSENT: Geoff Welham, manager of recreation; Tiffany Moore, recorder

PUBLIC PRESENT:

Spencer Nelson, Greater Victoria BMX Association
Kyle Besler, Greater Victoria BMX Association
Peg Labiuk, Greater Victoria Velodrome Association
Kathy Easton, Thrive/Foundry
Shannon Jamison, Third Space Planning
Braden Hutchins, City of Langford

CALL TO ORDER

1. The chair called the meeting to order at 5:32PM and gave the territorial acknowledgement.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS DONALDSON AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING ON APRIL 10TH, 2025, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.
CARRIED***

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. The chair commented that the AGM is on June 12th in the Fieldhouse with the ownership and a review of what's happened this year. As well, it will be the opening of the new pickleball courts.

DELEGATIONS

6. a) Greater Victoria BMX

Spencer Nelson and Kyle Besler of Greater Victoria BMX Association gave a presentation that highlighted the following:

- History and overview of the association, hosted events and accomplishments of the riders.
- The association is seeking financial support to add lights to the track to draw more traffic and increase safety of the track, with a cost estimate of \$5,000.

The chair thanked the presenters, and the board briefly discussed the lighting structures; the benefits of lighting and its importance to parents; suitability of existing lighting and cost-efficient solutions; proposed locations of lights; and personal feedback was shared.

***MOVED/SECONDED BY DIRECTORS ANDERSON AND OLSEN THAT THE BOARD DIRECT STAFF TO PROVIDE A REPORT INCLUDING COSTS AND RECOMMENDATIONS AT A FUTURE MEETING.
CARRIED***

SPENCER NELSON AND KYLE BESLER LEFT THE MEETING AT 5:55PM.

b) Foundry

Kathy Easton of Foundry gave a presentation that highlighted the following:

- Overview of the Foundry's planned services for youth in the Westshore.
- The current focus, funding and operational structure of the organization.
- A location for the hub and partnership engagement are the current priorities.

The board discussed current engagement with you; necessity of the services; engagement opportunities with the board and local municipalities.

STANDING COMMITTEES

7. a) Q1 Finance Report

Wei Wu, manager of finance and administration, gave a presentation that highlighted the following:

- Following the first three months or 25% through the year, revenues are 26% and expenditures 22% of budget.
- Admissions remain strong which include a 16% increase in annual membership sales versus 2024.
- The demand for ice rentals and fitness programs continues to exceed the previous year, while golf rounds were down versus 2024 due to poor weather yet remain on target for budgeted expectations.

The board thanked Wei for the updates and briefly inquired about pickleball funds.

NEW BUSINESS

8. a) Building Safer Communities (Youth Program) Project Update

Nicky Brown, recreation coordinator, and Anne Downton, youth engagement coordinator, gave a presentation that highlighted the following:

- Thoughts and comments from program participants and community supporters were shared, outlining the good that has resulted from the BSC project.
- Staff shared that in 2024 10,411 youth connections were made, 2,473 hours of youth programming took place, 806 voices and opinions were captured through surveys and 101 hours of professional development took place because of the program.
- Programming highlights included Hockey4Youth, aquatics certifications, and a partnership with the Washington Kids Foundation.
- All in attendance were moved by the success of this program and what it provides to the youth in the Westshore.

The board acknowledged that although statistics on outcomes are unavailable, the presentation powerfully conveyed the importance of the work being done.

NICKY BROWN, ANNE DOWNTON AND LIAM REID LEFT AT 6:58PM.

OLD BUSINESS

9. a) Greater Victoria Velodrome Association Staff Report

Ron Dietrich, manager of operations, highlighted the following:

- Summary of the work requested by the Greater Victoria Velodrome Association (GVVA) during the April board meeting.
- The recommendation is to repair the concrete and seek grant funding for the larger project.
- Kimberely asked how we can partner with the organization and possibly help with a grant and raising of funds. Grant – any type of an application they would probably require input from us.

The board thanked Ron for the additional follow-up and briefly mentioned potential to support the organization with seeking grants and raising funds.

PEG LABIUK LEFT THE MEETING AT 7:06PM

MOVED/SECONDED BY DIRECTORS ANDERSON AND DONALDSON THAT THE BOARD OF DIRECTORS DIRECT STAFF TO PROCEED WITH GVVA'S REQUESTED CONCRETE REPAIRS OF \$10,815 WITHIN THE 2025 OPERATING BUDGET AND THAT STAFF RESPOND TO GVVA'S SEALING REQUEST, ENCOURAGING GVVA TO SEEK GRANT FUNDING TO COVER THE \$124,320 CAPITAL PROJECT COST.

CARRIED

CORRESPONDENCE

10. N/A

FOR INFORMATION

11. a) Administrator's Report

The administrator highlighted the following:

- The aquatic program assistant has completed their training and is now able to offer training for WSPRS staff.

The board inquired about the 'no phones in hot areas' policy and expressed support for the policy; and inquired about the current field shutdown.

Administration/Human Resources

With the conclusion of the 2024 year-end process and finalizing of the financial statements, the finance department will focus its efforts on catching up on 2025's tasks that were set aside for the first few months of the year. Two of the auditors' recommendations resulting from the 2024 audit have already been addressed, including centralizing the storage of grant agreements to ease access, as well as noting grant funding timelines which will be reviewed as part of year-end processes to ensure extension documentation is sought when timeframes are prolonged, thereby providing a clear paper trail.

The 5-year External Audit services agreement with KPMG has expired. An RFP for annual audit services has been posted on BCBid that will cover the next 5-year term. The competition closes May 16th.

In March the human resources (HR) team attended virtual Municipal Pension training to review new and enhanced features of the Termination and Retirement Tool. Staff also participated in ComVida and Scout training, to help them better understand each software's capabilities, and have been participating in a focus group with ComVida to help identify opportunities to enhance the software for the end user. HR facilitated an all-day training event for the occupational health and safety (OH&S) committee in April. This training served as the committee's required 8 hours of training per year. An instructor from the BCFED Health and Safety Centre was invited to run an advanced course on improving OH&S committee effectiveness. The training was useful and has created a good focus for the committee over the coming year, helping staff to further develop policies and procedures to increase its ability to deliver a valuable health and safety program, in addition to providing guidance on new legislation and useful tools. Hiring has increased greatly in April, with summer camps and seasonal positions, as well as the push to fill vacant maintenance positions. Through this HR staff continue to fine tune the onboarding and orientation process.

The administrator attended the 2025 Recreation Facilities Association of BC conference held in Penticton from April 28th to May 1st. Sessions were categorized into 4 streams: Programs & Services, Facility Leadership, Arena Operations and Pool Operations. Attended sessions included Mentoring and Coaching, Facility Allocation, Managing Workplace Violence Risk and Management Risks to name a few.

Being 1 of 2 industry conferences for the parks and recreation field in BC, it provides the opportunity brush up on industry trends and learn and share strategies from colleagues facing the same challenges as seen at WSPR. Learnings and highlights will be shared with the WSPR leadership team during an upcoming meeting. Another 7 staff will be attending the 2025 BC Recreation and Parks Association conference during the first week of May.

Operations

Maintenance

In maintenance, pivotal work was carried out during the annual 3-week pool shutdown, where the main pool's UV system was successfully installed. The UV system will improve main pool water and air quality for everyone to enjoy. In addition, several critical repairs were made, including the replacement of two valves on the leisure pool UV system and the replacement of a valve for the hot tub UV system. A leaking hot tub pump was repaired and reinstalled, ensuring safety and functionality. Yearly checks and maintenance were performed on the pool, and a proper drain was installed off the leisure pool's perlite filter to improve drainage efficiency. Mechanically, the pool dehumidifier was repaired with rebuilds to some key components including the supply fan for improved heat reclaim.

Furthermore, all three changerooms underwent deep cleaning and painting, with old and faulty dispensers replaced, and floors and showers grouted where necessary. Several essential repairs included the replacement of the sauna element, fixing a light fixture above the leisure pool, and optimizing air circulation by installing new fans on the water slide tower and a corner near the janitor's closet. Repairs were also made to the fan at the top of the waterslide stairs, and all hot tub jets were resealed with new parts. The resurfacing process for the leisure pool and hot tub was completed as well, with the marcite patched by Belzona. In addition, concrete and tile were removed from a pole in the river run, revealing rust that was promptly addressed by having a welder cap it under the guidance of a structural engineer. The surge tank was emptied and cleaned, broken tiles on both the pool deck and sauna were replaced, and rust around the pool deck was treated and repainted. Lastly, weather stripping and rusty hardware were replaced on exterior doors to ensure security and efficiency.

Utility work continues on the new human resources space where staff are building the walls and contractors are managing the flooring, electrical and mechanical components. The 55+ Activity Centre's auditorium work has been pushed out a week as the installer encountered an unrelated setback with the subfloor installation. This does not impact the expected completion as staff are still waiting for the flooring to arrive to complete the project.

Spring is officially here as ice has been removed in the JDF Arena in advance of the Outdoor Show coming up. The maintenance team was extremely busy as the pool shut down and ice out overlapped; however, they were able to have lacrosse step into the JDF Arena within 3 days of the ice plant being turned off.

Positions including a mechanical lead hand, facility maintenance worker II and a cleaner have been posted. The new cleaner role has been established to help during peak daytime hours to manage changeroom/bathroom cleanliness.

Parks

April has been a busy and productive month for the parks department as staff prepare facilities for the transition into the spring and summer user seasons. With increased activity from community groups and several major site preparations underway, the team has made great strides in completing seasonal projects and addressing a range of operational priorities.

In the ball diamond areas, the acquisition of a new infield groomer allowed staff to level the field more efficiently. Staff also responded to user group requests by installing backboards on the backstop and completing fence repairs. Rather than replacing full fence panels, staff used a chain link splicing method, providing a faster and more cost-effective solution. On Diamond 1, the outfield was rolled to smooth out uneven areas and improve playability.

At the velodrome, staff made progress on several requests from the Greater Victoria Velodrome Association (GVVA). Bottom pole shields that had been missing were manufactured and installed, the entire track was sprayed with cleaner to address mildew and moss buildup, and additional fence work is currently underway to improve safety and aesthetics.

Work also continues at the lacrosse box, where staff pressure washed the players' benches and the perimeter of the box. The scorers' box area is scheduled to be pressure washed in the coming days.

Annual field maintenance is scheduled to begin May 1st with field usage gradually winding down. This year's maintenance is especially critical due to significant damage on Field 1 due to use during heavy rains. To better protect field conditions moving forward, staff are developing a field closure policy for the 2025–26 season, which will help manage user expectations and safeguard assets.

In horticulture staff are working through several enhancement projects. The shrub beds in the transit lot have been fully removed and will be converted to a clover grass area, offering both visual appeal and reduced maintenance. Additionally, the overgrown and tired-looking garden bed adjacent to the lawn bowling facility is being replanted with perennials, which will provide more colour and easier upkeep over time.

On the golf course, staff successfully aerated and top-dressed the greens this month, with work on the tees and fairways scheduled for the coming weeks. New flag poles and flags were installed on all greens, providing a fresh and polished appearance for golfers. Similarly, the lawn bowling greens have undergone aeration and topdressing to improve turf health and playability.

Weather conditions have been cooperative, with average temperatures and below-average rainfall for the month. As of mid-April, 12mm of rainfall has been recorded, which has helped keep projects on schedule and allowed staff to stay productive outdoors.

Staffing-wise, three new auxiliary Parks Worker 1 positions were filled, while recruitment for two summer attendant positions remains open.

Programs

Community Recreation

The community recreation team carried out a group interview process for 2025's summer camp staff hiring. Over 20 hopefuls attended and were put through their paces with one-on-one interviews, leading group games with ASC kids and 1 min speeches. It was a great group of potential leaders and staff are now in the process of checking references and offering positions.

Golf programs, in partnership with Victoria Golf Centre (Green Acres), had a strong start with a full children's class and a nearly full women's class. Sports will be trying some new golf offerings through Victoria Golf Centre including a beginner clinic for youth and adults, as well as a parent and child offering. Archery classes, through Pacific Archery Academy, ran at 93% capacity, with May-June numbers already looking strong. There are 2 weeks of archery summer camp scheduled this summer to meet the demand.

The indoor sports complex (ISC) closed on April 23rd and will host the Victoria Outdoor Adventure Show, followed by its annual maintenance shutdown, having seen 244 pickleball drop-ins, 15 pickleball court reservations, 98 basketball drop-ins, and 155 "youth only" volleyball drop-ins for the month. The ISC will reopen May 11th which will see the installed ceiling netting to prevent balls from entering the Aluma-Zorb covering.

Youth programs in April saw 12 youth enrolled in the babysitting course, 15 in Home Alone, and 8 make a pasta dish in Cooking for Fun. A new Dungeons & Dragons campaign is underway with a record 8 members in the club. Wednesday Youth Nights continue to attract youth to the centre. 72 youth have dropped in throughout April. With the ice out of JDF arena, the youth are now getting time on the indoor turf, as well as continuing to visit the youth room for video games, movies, and snacks. Even though the pool was closed for the first three weeks of April, 323 youth attend Friday Night Youth night activities in the ISC to play basketball, volleyball and hang out with friends and staff.

Aquatics

April was a busy month at the facility, though in a different way than usual due to the scheduled shutdown. While patrons weren't filling the pool deck, the maintenance team was hard at work. Crews tackled a variety of projects, including patching the leisure pool, replacing the jets in the hot tub, repainting, grouting, installing new signage, and much more. Meanwhile, the aquatics team used the downtime to reorganize equipment areas, staff rooms, and offices.

Swim lesson registration took place on April 7th and 8th, with an impressive 329 classes offered. By 10 a.m. on April 8th, 1,276 participants had registered, leaving only a few classes with remaining spots. The registration process ran incredibly smoothly.

The pool officially reopened on April 21st, Easter Monday, with swim lessons beginning the following day. Upon reopening a new “No Phones in the Hot Zones” policy was launched to ensure everyone’s privacy while using the facility.

The Swim Instructor program is being offered again with the reopening of the pool and reached full registration just a few days after its registration opened up. The aquatics team took advantage of a quieter schedule to bring staff together for the spring in-service. Team members focused on refreshing their knowledge of first aid, CPR, and child protection.

Fitness and Weights

During the annual pool maintenance shutdown, the fitness department added Zumba classes along with personal training and group sessions for pool participants who were looking for alternate ways to stay active.

Fitness programs in Metchosis continue to see strong attendance and growth with more classes to be added to the schedule for Spring. New programs to be added include Functional Fitness and Pilates.

The fitness department is excited to announce the addition of several team lead positions to assist with the growing demands within the department and to ensure operational needs are met during evenings and weekends. The team lead positions will assist with weightroom attending, customer service, fitness staff support, instruction and supervision during peak hours.

Personal training and rehabilitation sessions have seen an increase during April with 11 packages purchased since the start of the month. A few individual youth weightroom orientations were scheduled which were coordinated with school district 62 student advocates. Staff continue to work with Brookes School to provide their grade 9 and 10 physical education classes with group weightroom orientations. It is great to see the students continue to use the weightroom after they have completed their orientation.

Arena, Events, and Golf

The Victoria Grizzlies concluded their 2024-25 BCHL regular season in March with a thrilling final weekend, securing 4th place in the Coastal Conference after a pivotal overtime victory against the Coquitlam Express on March 24th. Entering the final series, the team’s seeding had fluctuated wildly, with potential outcomes ranging from 2nd to 7th in the conference. This win solidified their playoff berth, setting up a first-round matchup against the Coquitlam Express, whom they defeated to advance to the

second round against the Cowichan Valley Capitals. Meanwhile, the Wolves Junior Hockey Club hosted its annual Prospect Camp from April 5th – 7th, evaluating emerging talent for the 2025-26 season.

March also saw significant activity at the Q Centre and JDF arenas. The Q Centre hosted the BC Intercollegiate Hockey League (BCIHL) playoffs from March 15th–17th, where the University of Victoria (UVic) triumphed over Vancouver Island University in the championship final. This victory bolstered UVic’s aspirations to join U Sports, Canada’s premier collegiate athletics division, with the university expressing interest in leveraging the Q Centre as its home arena pending further discussions about facility upgrades and scheduling.

At the JDF Arena, the inaugural Hockey on the Rock Tournament took place March 22nd – 24th, organized by the South Island Ravens Hockey Association in partnership with the Canucks Autism Network. This marked the first time the event, designed for athletes with developmental disabilities, was held on Vancouver Island, drawing teams province-wide and establishing itself as an annual fixture.



After the JDF Arena ice was removed, JDF welcomed the Victoria Quilters Guild Show from April 5th – 7th, which relocated to the arena due to its superior parking and accessibility. The event attracted over 1,200 attendees and will return biannually, with the next show slated for April 2026.

Community engagement extended beyond the rinks with the debut of SoccerFest, an adult tournament held April 6th–7th on Fields 2, 3, and the velodrome artificial turf. The event, celebrating the end of the soccer season, featured 32 teams and 400+ participants, prompting organizers to commit to an annual recurrence. Meanwhile, the golf course faced significant challenges due to March’s weather, which delivered 161% of average rainfall (11 days of precipitation) alongside 11 overcast days and only 9 days of sunshine at an average temperature of 9°C. These conditions led to a decline in rounds played—1,552 in March 2025 compared to 3,256 in March 2024.

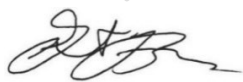
Equity, Diversity, and Inclusion

Ultimate Citizens is an award-winning documentary directed by Francine Strickwerda. A screening was held online by Sport for Life on April 4th, as part of their initiative to promote the film's impact and reach a wider audience in sport and recreation. WSPR invited its inclusion committee to participate in this viewing. The documentary follows Jamshid Khajavi, an Iranian American guidance counsellor at Seattle's Hazel Wolf K-8 School, who uses Ultimate Frisbee to connect with and support children of refugees and immigrants. The film highlights his efforts to build a community where these children can thrive, both on and off the playing field.

The BCRPA Plexus is a leadership network within the British Columbia Recreation and Parks Association (BCRPA), consisting of senior leaders from various local governments across British Columbia. This network strengthens BCRPA's role as the voice of public recreation and parks, facilitating direct communication with key decision-makers, including BC's Public Health Officer. As part of the BCRPA IDEA (Inclusion, Diversity, Equity, and Access) project, BCRPA hosted regional focus groups, including one specifically for the Plexus. WSPR staff participated in this focus group, contributing to the development of training and resources to help recreation, parks, and fitness professionals implement IDEA principles in their communities.

WSPR staff participated in the Pexsisen Open House Celebration on April 10th. The event provided an opportunity for parents, students, and community members to explore the school's facilities, meet the staff, and learn about the various programs offered. Various booths were set up to provide information on school programs, extracurricular activities, and community partnerships. It was a successful event that fostered community engagement and provided valuable insights into the school's offerings. The event was well-attended with 150+ interactions at the WSPR booth.

The Royal Bay Easter Egg Hunt took place at Meadow Park on April 19th. The event featured two age groups for the egg hunt: children aged 4 and under, and those aged 5 and up. Participants searched for regular eggs and four special golden eggs, which contained extra special prizes. Families enjoyed various activities after the egg hunt, including bouncy obstacles, music, cookie decorating, and snacks. The event aimed to create a fun and engaging experience for the whole community. WSPR staff organized the children's creation station, where children could engage in various creative activities. The station was busy from the beginning to the end of the event with an estimated 1,500 people attending the event. The organizers also provided extra signage recognizing WSPR on the Easter Egg Hunt route.

A handwritten signature in black ink, appearing to read "Grant Brown".

Grant Brown, Administrator

b) Regional Parks & Recreation Facilities Master Plan:

The administrator commented on the following:

- An engagement session with the Society member mayors will take place on May 9th and that the project remains on schedule.

c) Pickleball Court Project Update:

Ron commented on the following:

- The asphalt has been poured, and painting will begin once the off-gassing period has ended (roughly 2 weeks).
- The posts that will divide the 6 courts have been installed.
- The asphalt surface was increased slightly to accommodate for the installation of benches at a future date.

The board inquired about provisions for shade over the pickleball courts.

IN CAMERA

12. 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 section 1.1(k) proposed provision of a service.

***MOVED/SECONDED BY DIRECTORS OLSEN AND ANDERSON THAT THE MEETING MOVE IN CAMERA.
CARRIED***

ADJOURNMENT

13. ***MOVED/SECONDED BY DIRECTORS ANDERSON AND DONALDSON THAT THE MEETING BE ADJOURNED
AT 8:30PM.
CARRIED***