

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, October 9<sup>th</sup>, 2025, in the Westshore Room**

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**PRESENT:** Directors Kimberley Guiry, Leslie Anderson, Alison MacKenzie, Shelly Donaldson (arrived at 5:34p.m)

**ABSENT:** Director Dean Jantzen

**STAFF PRESENT:**

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

**STAFF ABSENT:** N/A

**PUBLIC PRESENT:**

Mike Huck, SD62  
Ian Birnie, Westshore Wolves  
Jamie Schreder, Westshore Wolves  
Dana Matheson, Westshore Wolves  
Noah Cox, Canvas Church  
Ashley Austin, Canvas Church

**CALL TO ORDER**

1. The chair called the meeting to order and gave the territorial acknowledgement at 5:30p.m.

**APPROVAL OF AGENDA**

2. ***MOVED/SECONDED BY DIRECTORS ANDERSON AND MACKENZIE THAT THE AGENDA BE APPROVED.  
CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED BY DIRECTORS ANDERSON AND MACKENZIE THAT THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 11<sup>TH</sup>, 2025, BE APPROVED AS PRESENTED.  
CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

## CHAIR'S REMARKS

5. The chair remarked on having attended the home opener of the Grizzlies with directors MacKenzie and Donaldson, and observed the high number of kids enjoying the game. On September 29, the West Shore Parks & Recreation Society members reviewed the master plan and the chair expressed appreciation for their participation.

## DELEGATIONS

6. **a) Canvas Church**

*Ashely Austin, lead pastor and Noah Cox, young adult and worship pastor, gave a visual presentation that highlighted the following:*

- Overview of the family festival the church has put on for the community since 2014.
- The church has been displaced from their usual location and are seeking board support to use WSPR outdoor facilities as an alternate venue for the 2026 festival.

DIRECTOR DONALDSON ARRIVED AT 5:34p.m. and was given a brief overview of the meeting.

The board thanked the pastors for the video showing what they offer at the festival. The board noted they inquired about how WSPR has managed this to date. It was noted that requests for reduced fees and providing space are relatively new and staff is seeking direction for a process considering displacement of other events/activities. The board inquired about the length of notice the church requires for planning purposes and it was noted that sooner is better. The board inquired about promotion of the event and discussed other venues to be considered. It was noted that access to public transit is an important consideration. The board also asked if the commitment is limited to the coming year.

***MOVED/SECONDED BY DIRECTORS MACKENZIE AND ANDERSON THAT STAFF PROVIDE A REPORT ON DISPLACEMENT IMPACTS.***

***CARRIED***

**b) Westshore Wolves**

*Dana Matheson, Jamie Schreder, and Ian Birnie of the Westshore Wolves gave a verbal presentation that highlighted the following:*

- The team is enjoying their tenancy at JDF Arena and expressed interest in playing all games at this venue due to public attendance numbers, sponsorship opportunities and relationship building.
- The team requests that a dressing room addition be built adjacent to the arena.
- Design plans, estimated costs, ideas for collaboration and shared use of space was provided.

The board viewed the plans and discussed facility requirements such as water, electricity, and entrance/exit points, as well as the outward appearance and permanence of the structure. The board discussed operational impacts such as a loss of parking, regaining previously allocated dressing room spaces, and availability of the space during the Wolves' off-season.

***MOVED/SECONDED BY DIRECTORS ANDERSON AND MACKENZIE THAT THE BOARD CONSIDERS LABOUR, MATERIALS, AND CAPITAL COSTS FOR FURTHER DISCUSSION WITH THE WOLVES.***

***CARRIED***

**c) Spencer Hockey Academy, SD62**

*Mike Huck, District Principal of SD62, gave a verbal presentation that highlighted the following:*

- Background on the Sooke Hockey Academy, current challenges, and short term solutions.
- The academy requests permission to move the academy's sea can to WSPR for storage of their students' equipment.

The board noted the topic of sea cans will be addressed later in the meeting and welcomed Mr. Huck to stay. The board inquired about the age and number of kids. There was a brief discussion about the positive impacts of the academy program on students and efforts of the school board to enable participation. The board expressed understanding of the storage needs.

## STANDING COMMITTEES

**7. a) 2026 Budget Update**

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

- 2025 financial projections and variances
- 2026-2030 5-year financial plan
- 2026 major budget considerations
- 2026 youth engagement program funding
- 2026 Capital Requests
- 5-year capital plan
- Reserve continuity
- 5-year plan financial requisitions
- Converted assessments
- 2026 requisition allocations
- 2026 estimated taxation impact
- 2026 cost per capita

The board thanked Wei for the presentation and inquired about the timeline for budget approval and briefly discussed contributions to capital assets. The board discussed youth programming funding with consideration for facility needs and capacity for ongoing growth. The discussion expanded to requisitions, municipal budget deliberations, funding options, support for the youth program and trust in staff.

**MOVED/SECONDED** BY DIRECTORS MACKENZIE AND ANDERSON THAT THE BOARD REVISIT THE FIVE-YEAR FINANCIAL PLAN DISCUSSION AT THE NOVEMBER BOARD MEETING.

**CARRIED**

## NEW BUSINESS

**8. a) Reception/Systems Departmental Presentation**

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

- Reception projects completed
- Reception projects planned
- Statistics from a typical day
- Intelli projects completed
- Intelli projects planned

- Projects in progress
- Future changes
- Intelli stats

The board noted staff on registration days are delightful and able to manage situations. The board inquired about the check-in process for drop-in fitness.

**b) Board Policy Manual Review**

*The board chair gave a verbal update that highlighted the following:*

- The board policy manual is due for review and a smaller group of directors may be sufficient to complete the process.

The board inquired about the timeline to complete the review. The CAO provided a timeline and context of the manual. Directors Guiry, MacKenzie, and Anderson are available to conduct the review with the CAO.

## OLD BUSINESS

9. **a) On-Site Storage Request Update**

*Ron Dietrich, manager of operations, gave a verbal update that highlighted the following:*

- Draft plans for two sea can storage pods on site.
- An overview of structure design, location and utilities.
- Logistical considerations of electrical and potential geotechnical work.
- Costing and return on investment calculations.
- Allocation and rental options.

The board discussed pricing estimates for new versus used sea cans, venting and insulation, security, liability, efficiencies with current storage solutions, logistics of transporting gear, criteria for allocation and fees. The board also expressed appreciation for the visual plans.

***MOVED/SECONDED BY DIRECTORS MACKENZIE AND ANDERSON THAT THE BOARD OF DIRECTORS DIRECT STAFF TO AMEND THE 2026 CAPITAL BUDGET TO INCLUDE THE CONSTRUCTION OF TWO ONSITE STORAGE AREAS AS PROPOSED IN THIS REPORT THAT WILL BE FUNDED BY THE GENERAL CAPITAL RESERVE.***

***AND THAT THE BOARD OF DIRECTORS DIRECT STAFF TO DEVELOP AN ALLOCATION POLICY AND FEES AND CHARGES TO ENSURE EQUITABLE ACCESS TO THE AMENITY FOR BOARD OF DIRECTOR CONSIDERATION.***

***CARRIED***

## CORRESPONDENCE

10. N/A

## FOR INFORMATION

11. **a) CAO's Report**

*The CAO highlighted the following:*

- The Hockey4Youth program is starting its second season and is a meaningful collaboration between the RCMP, school district, and WSPR.

- Sponsorship from Peninsula Co-op for the youth engagement program has increased and sponsorship opportunities have been shared with other possible partners.

The board noted the CAO's report is very thorough and council appreciates the detailed updates.

## Administration/Human Resources

In September the continuous membership for adult memberships was launched which will greatly reduce admin work at the reception front desk, secure on-going revenue streams and streamline patron access.

Following a strong summer camp season, WSPR's financial outlook is strong as was presented at last month's second quarter financial review. A review of the preliminary 2026 budget took place with the member financial officers, providing them with a look at what they may expect to receive when the 2026 budget request is submitted later this year.

September is a heavy transactional month in the Human Resources Information System (HRIS), due to the summer season ending, and programs restarting for the fall. This year included 32 changes/transfers to different roles for staff, 43 seasonal layoffs, 4 departures or leaves, and 30 new hires or rehires for a total 109 transactions over two pay periods.

WSPR's head count sits at 265 active staff, and close to 100 inactive staff, which shows the trend of our head count continuing to climb despite having limited areas to expand. Recruitment has also been busy, with 6 new job postings for September, which will see the hiring of up to 20 new staff to fill programming gaps due to reduced staffing availability for fall and winter. Three of these positions are to fill regular full time or part time roles.

## Operations

### Maintenance

Mechanical work in September included a repair to the leisure pool Chlorking which converts chlorine in the pool and is now operating well. At the JDF and the Q Centre arenas, Zamboni bay solenoids were replaced to prevent water loss, and a new heat pump compressor was installed under warranty in the JDF Arena plant room, allowing heat recovery to resume. Annual boiler inspections were completed by Macs Heating at the pool, JDF Arena, and Q Centre, with repairs carried out on boiler 3 at JDF Arena ensuring consistent hot water supply. Adjustments were made to the Direct Drive Control (DDC) system to correct issues with compressor 1, which had been in alarm and not cycling properly at the start of the ice season, which caused elevated brine temperatures. A faulty condenser float valve at JDF Arena was replaced after causing water loss, and a pressure relief valve will be installed to help prevent similar issues. In the Colwood Room, the fan coil unit condensate pump was replaced after the original failed and caused the unit to alarm and not function correctly, and a larger roof hatch was installed to improve access for future repairs. At the Q Centre, the dehumidifier was repaired during plant startup, removing humidity that was causing condensation inside the building. A deep fryer was relocated from the Fieldhouse to the Q Centre concession and connected to gas. Suppression system upgrades are scheduled before it becomes operational, with parts currently on order. This will improve staff's ability to meet high demand during game nights.

Utility work at the former café is progressing, with drywall installation complete and sanding nearly finished in preparation for painting. Flooring has been installed and protected, while the steel beam has been prepped for the accordion door, which has arrived on site and will be installed following T-Bar installation. T-Bar work is scheduled to begin in early October. Glass has been installed in door frames, and door painting is underway at the wood shop. The JDF Arena sound booth renovation is nearing completion, with walls primed and painted, new flooring and stair bullnose installed, and the desk repaired; completion is expected in early October.

A few offices have been painted, giving spaces much-needed updates, and new emergency lighting was installed in all three pool change rooms for sustained lighting during power outages allowing the new pool generator to ensure safety for patron exiting. Emergency lighting was also repaired at the Clubhouse and Reception. Fire suppression inspections were completed in the Child Care Centre, Fieldhouse, Ball Park, Q Centre, and 55+ Activity Centre.

Staff postings have been issued for an afternoon facility maintenance worker (FMW) 3 and a FMW 2 on nights, as well as a cleaner (temporary, until August 2026). An auxiliary cleaner posting has also been posted, with the intent of hiring two to three additional staff. A six-month term posting for a FMW 4 is also being prepared to assist in catching up on delayed projects.

## **Parks**

In fields, monthly aeration has begun to help maintain water infiltration ahead of the winter season. Preparations are underway for four scheduled conversions of field 2 for rugby, which will involve installation of posts and lines during the Westshore rugby season. Organic fertilizer is being applied across the fields to promote growth.

Work on the diamonds includes a new waterspout being installed for ball diamond irrigation, allowing users better access. Fencing repairs are underway on diamonds 1 and 2, and sand from the beach volleyball courts is being repurposed to level out diamond 3.

Velodrome work has been allocated to a contractor, and the team is awaiting the contractor to repair concrete sections. Unfortunately, scheduled work has been delayed as the contractor was unable to attend.

The golf course aeration of tees and fairways has begun, with greens scheduled for October 2<sup>nd</sup>, weather permitting. Significant damage to tees and greens caused by golf clubs has been noted.

Aeration of the lawn bowls greens is underway.

Landscape work continues as perennials are cut back, and annuals will be removed by the end of October if rainfall increases.

Some small projects include the skate park water fountain repair, and a contractor is scheduled to paint parking lots and roads this month.

Staffing in parks will see Dave Thomas retire at the end of October. Dave has been with us over 30 years.

## Programs

### Community Recreation

The After School Care program had a strong start this year. Training was held on September 2<sup>nd</sup> and 3<sup>rd</sup> for over 20 staff members, including both new and returning leaders. During the training, staff learned about the daily responsibilities of an after-school care leader, behaviour management strategies, physical literacy, and program planning. Additionally, a Licensing Officer provided a presentation on program licensing, outlining how staff can uphold licensing regulations. Staff welcomed children on the first day of the program, September 8<sup>th</sup>, where children were picked up from five different schools and transported to the Juan de Fuca Recreation Centre and divided into eight groups, accommodating up to 140 kids at a time. LA Limousine has been assisting with transporting one group to JDF while two staff members work toward completing their Class 4 driver's licenses.

Sports saw the return of many programs for the fall season. Tennis lessons returned, running at 97% capacity between 16 adults and 19 children. September golf lessons ran at 100% capacity, resulting in extra spaces being created to meet demand. Sports is looking at expanding the October golf programs, as they are already full. Pacific Archery Academy began their programming with the addition of new Sunday classes. Their most popular program is Parent & Child Archery, with all classes for the season full and with waitlists. Sports saw 90 basketball drop-ins & 59 youth volleyball drop-ins. Drop-in pickleball is looking forward to returning to strong numbers as the weather begins to turn and players return from the outdoor courts.

There were 11 grade 5s in the Home Alone course, 14 teens took the Red Cross Babysitting course, and the Dungeons & Dragons club returned with a record 9 participants that are looking forward to a 12-week campaign. 19 youth attended Wednesday drop-in, and 256 attended Friday drop-ins in September.

As the successful youth engagement program moves into 2026 and the Building Safer Communities grant funding is no longer available, staff have developed sponsorship packages that will be used to reduce the costs of the program. Staff are pleased that Peninsula Co-op has responded to this request and increased their funding for WSPR's youth program by \$10,000 for 2026.

Beginner's pottery classes on Mondays and Tuesdays started back in September with a new instructor, Eli West. Both classes are full. More classes will be added throughout fall when instructor availability increases. The pottery community was excited to see the return of these programs. Four new pottery studio volunteers have been onboarded and will start in the studio within the next month.

The daycare welcomed 9 new families at the start of September. The children have settled into their new routines and are doing very well. Staff have been successfully implementing strategies from the Pro D Day training held in July, with a strong focus on promoting empathy, encouraging children to welcome new friends, and helping one another throughout the day. A part-time staff position was posted and closed on September 29<sup>th</sup>. In the interim, the daycare has benefited from the support of several wonderful substitute staff who have helped maintain high-quality care. Substitute postings are also active to ensure continued support.

The 10-Month Preschool program has seen strong registration numbers this year, with 75 children enrolled and only 6 spaces remaining. A new initiative introduced this year was an open house on Thursday, September 4<sup>th</sup>, held prior to the first day of classes. This event allowed new families and children to meet the teachers, explore the program spaces, and become familiar with the preschool environment. The open house was well attended,

and feedback from families was very positive. Staff participated in a training day on September 3<sup>rd</sup>, which included a review of policies and procedures, a session on physical literacy, program planning and classroom setup, and a Q&A training session with the Licensing Officer, which provided valuable information and support for the team. Preschool programs officially began on Monday, September 8<sup>th</sup>, and Tuesday, September 9<sup>th</sup>. A substitute posting is also currently active to support staffing as needed.

## **Aquatics**

September marked a time of transition at the pool with a significant number of staff returning to school, leading to reduced staff availability, which led to occasional scheduling challenges. Despite these hurdles, the pool successfully offered 425 group and private swimming lessons, serving a total of 1,352 participants.

The Aquafit program also saw several changes. A new low-impact Aquafit class was introduced, focusing on movement enhancement, and the instructor schedule was adjusted to align with the individual strengths of the four instructors. Attendance in Aquafit, as well as in other areas of the pool, increased largely due to temporary closures at nearby facilities. One of these closures significantly impacted local swim clubs; however, the JDF pool was able to accommodate them by providing additional lane space, allowing practices to continue uninterrupted. This not only supported the local swim community but also brought in additional revenue for the pool.

September also brought an influx of new user groups and booking requests. Among them was a group of international students from Pearson College, many of whom were learning to swim for the first time. Additionally, a new Masters swim group joined the pool, taking advantage of the extended opening hours to hold their practices.

## **Fitness and Weights**

September starts the new fall fitness schedule with 12 new registered program offerings added including a variety of classes such as 20-20-20, Age Defying Fitness, Next Gen Athlete, Baby & Me Fitness and Yoga, Shine Dance Fitness and Peri/Post Menopause Strength Training, Youth Power Circuit along with Chair Yoga and Weekend Yoga.

With the start of the new school year, staff welcomed students aged 13 to 15 with a regional group weight room orientation. Students from West Shore Secondary along with Brookes School will return throughout the year as part of their physical education program, incorporating visits to the weight room. As children return to their normal routines, adults are also getting back into the swing of their schedules. Staff have seen an increase in personal training requests and interest in newly added group fitness classes such as chair yoga, easy weekend yoga, and Shine Uplift.

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

The outdoor pickleball courts remained very busy in September, though a slight decrease in reserved bookings has been observed moving into the fall. Usage remains high, including bookings for the Navy Fleet School sports days. Patrons are becoming accustomed to the booking system and often wait to reserve until weather forecasts are clearer. Even when not reserved, the courts remain popular for drop-in play. Feedback continues to be highly positive, with both users and non-users praising the courts as a valuable community addition.

Golf course rounds in August totalled 5,581, over 900 more than the previous year. September began strongly, though rain in the latter half of the month has slowed activity. The discontinuation of the Winter Pass has caused some dissatisfaction among patrons, and staff have been provided with resources and talking points to address concerns.

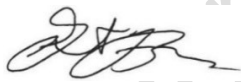
With lacrosse season concluded, focus has shifted to hockey. The Westshore Wolves began their regular season with a 3-1-1 record, just one point behind last year's champions, the Peninsula Panthers. Their roster includes 22 Vancouver Island players (20 from Duncan south) as well as players from Quebec and Belgium. The Grizzlies also completed a strong camp and look competitive, with players from Sweden, Finland, Russia, Kazakhstan, and BC. Cyclocross held a race above the golf course, using sand piles for technical elements, and praised the course setup. In September, two large Navy Fleet School sports days utilized nearly all lower park venues for a variety of sports and activities.

The early exit of the Shamrocks allowed ice installation at the Q Arena to be completed ahead of schedule, easing scheduling pressures at JDF Arena and enabling user groups to retain their regular slots. Preparations were completed for the September 20<sup>th</sup> launch of the fall public skate program and the reopening of the skate shop.

Facility bookings have resumed in the 55+ Activity Centre's Auditorium following the installation of a new floor, with interest growing steadily and inquiries already reaching into 2026. BC Indoor Archery is bidding to host provincials in the Indoor Sports Complex, while Senior B Lacrosse is bidding for the National Championships in the Q Centre, and Junior B Tier 2 Lacrosse is preparing a bid for provincials at the Q Centre.

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

In September, WSPR supported two events in the Westshore community. The Highlands Fling was held on September 7<sup>th</sup> at Caleb Pike Heritage Park. WSPR lead a variety of afternoon games, engaging with participants of all ages. Activities included egg toss, sack races for kids and adults, a water cup relay, a candy hunt and a doughnut-on-a-string eating race. Games were well attended and added lively, interactive elements to the community celebration. On September 20<sup>th</sup>, WSPR participated in the Langford Food Truck and Music Festival, bringing a vibrant and engaging presence to the event. WSPT hosted a creative station where attendees could paint on vinyl records, blending music and art in a fun hands-on activity. The station attracted families and individuals of all ages.



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Grant Brown, CAO

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

*The CAO commented on the following:*

- Draft 3 was presented to membership and feedback from the board is forthcoming.
- The final plan is expected to be released in December but may be extended due to revisions.

The board inquired about the timeline for feedback and briefly discussed input from councils.

**c) Strategic Plan**

*The CAO commented on the following:*

- The next strategic plan will be presented in a different format.
- The current strategic plan was developed with a focus on returning from COVID-19.

The board commented on the evolution of the organization over the past few years.

**ADJOURNMENT**

**13. *MOVED/SECONDED* BY DIRECTORS DONALDSON AND MACKENZIE THAT THE MEETING BE ADJOURNED AT 7:41PM.**

**CARRIED**

Adopted November 13th, 2025