

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, June 12th, 2025, in the Fieldhouse**

PRESENT: Directors Kimberley Guiry, Leslie Anderson, Shelly Donaldson, Dean Jantzen, Alison MacKenzie

ABSENT: N/A

STAFF PRESENT:

Grant Brown, administrator
April Luchinski, manager of human resources
Ron Dietrich, manager of operations
Geoff Welham, manager of recreation
Tiffany Moore, recorder

STAFF ABSENT: Wei Wu, manager of finance and administration

PUBLIC PRESENT:

Mary P. Brooke, Island Social Trends
Marcie McLean, public

CALL TO ORDER

1. The chair called the meeting to order and gave the territorial acknowledgement at 7:56PM.

APPROVAL OF AGENDA

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

CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS JANTZEN AND DONALDSON THAT THE MINUTES OF THE REGULAR MEETING ON May 8TH, 2025, BE APPROVED WITH THE FOLLOWING AMENDMENT TO 8.a) BUILDING SAFER COMMUNITIES: THE BOARD ACKNOWLEDGED THAT ALTHOUGH STATISTICS ON OUTCOMES ARE UNAVAILABLE, THE PRESENTATION POWERFULLY CONVEYED THE IMPORTANCE OF THE WORK BEING DONE.

CARRIED

PUBLIC PARTICIPATION

4. Marcie McLean, Highlands resident, provided comments on the following:
- Operational challenges of new lockers.
 - Changeroom cleaning and painting in the accessible stalls.
 - Sensor-operated fittings in accessible changerroom.
 - Continued improvements.

The chair briefly inquired about WSPR's participation on a new committee: Access West Shore, and it was noted that the community development programmer is engaged with the committee.

Mary Brooke, Westshore resident, provided comments on the following:

- A café at JDF.
- Art gallery space at JDF.
- Focus of the master plan on recreation and sport.
- Magnificence of the JDF site.

CHAIR'S REMARKS

5. N/A

DELEGATIONS

6. N/A

STANDING COMMITTEES

7. N/A

NEW BUSINESS

8. N/A

OLD BUSINESS

9. N/A

CORRESPONDENCE

10. N/A

FOR INFORMATION

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

The administrator highlighted the following:

- Work is underway to create an accessible trail system plan through the Garry Oak area.

- A parks summer student has initiated a biodiversity mapping project through iNaturalist.
- A fitness program was presented to the Metchosin Seniors' Association and provided with take-home information.
- Aquatics staff are participating in the Vancouver Island Regional Lifeguard Competition on July 12.
- The week of July 20 is National Drowning Awareness week; activities will be planned.

The board inquired about the no phones in hot zones policy and sign-in sheets for drop-in fitness classes.

The board also noted that iNaturalist may have videos about how to use the app.

Administration/Human Resources

The Request for Proposals for External Audit Services concluded with the evaluation committee selecting KPMG. Staff are pleased to continue their working relationship with KPMG who has provided annual audits of WSPRS's finances since 2005.

The 2026 budget process has begun with the release of the budget memo to department head staff, providing direction for their preparations.

From May 5th to 9th the Occupational Health and Safety (OH&S) Committee celebrated NAOSH Week (North American Occupational Safety and Health Week) which is an annual event dedicated to promoting workplace safety and health across North America by highlighting different areas, such as building a safety culture, workplace ergonomics, emergency procedures, hazard identification and mental health awareness. The OH&S committee also debriefed after their effectiveness training in April, starting off with a health and safety orientation to new members and creating tasks for the year.

The following week, May 12th to 16th, the human resources department shared information about National Mental Health Awareness Week and covered such topics as unmasking mental health, decluttering your mind, refreshing your routine, releasing emotional baggage and nourishing your body.

7 staff attended the 2025 British Columbia Parks & Recreation Symposium in Whistler, in early May. Attending staff were from a variety of departments, providing opportunities to bond interdepartmentally as well as meet colleagues from other regions. Feedback has been very positive with all staff coming away with new ideas and an excitement to implement them. Attending staff will present at the next leadership team meeting mid-June.

Operations

Maintenance

Routine maintenance continued at the JDF ice plant, where oil changes were completed on all three compressors. A faulty shaft seal on compressor 1 (C1) led to a significant oil leak earlier in the year; the seal has since been replaced. The new underfloor heat exchanger for the Q Centre arena has arrived and is scheduled for

installation by Cimco during the dry floor season. A large container has also been ordered to collect tainted ammonia brine resulting from a previous leak. Cimco will be flushing the underfloor brine lines through the header trench as part of this remediation. Additionally, the retrofit of backlit signage at the Q Centre Arena to energy-efficient LED lighting is underway. Thomis Electric has completed most of the work, with the remainder pending arrival of parts.

Work at the Café/HR area progressed with additional drywall and mudding completed. Thomis Electric has been awarded the contract for all electrical work. Site preparation is ongoing, including delivery of insulation and drywall in anticipation of follow-up work by the utility lead hand once electrical is underway. In the 55+ Activity Centre auditorium, floor levelling is complete, plywood subfloor has been installed, and the hardwood flooring installation is now complete. The space may be ready for use by mid-June after the installation of baseboards.

The indoor sports complex underwent its annual shutdown where touch-up painting was carried out throughout the facility, and maintenance staff retrieved balls from the ceiling and secured Alumisorb panels where possible. Netting has been installed between each beam width wise across the facility by Tower Fence; additional patching netting will be sourced next season to fill remaining gaps. All light bulbs were replaced and fixtures repaired. At the Q Centre Arena, ice was removed, and the floor lines repainted for the upcoming Shamrocks lacrosse season.

The mechanical lead hand position has been filled, and the applicant is expected to start in early July, following parental leave. Several auxiliary staff candidates have been interviewed and are awaiting reference checks. The facility maintenance worker (FMW) 3 afternoon shift posting is closing shortly, with interviews to follow. The FMW2 night position will be reposted due to no suitable candidates in the previous round.

Parks

May was a strong month for the parks department, with the team now at full complement following the addition of two new seasonal park attendants. This increase in capacity has supported consistent maintenance efforts across the property. Coordination is underway with a concrete contractor for necessary repairs at the Velodrome, ensuring user safety and facility integrity. Progress continues on the gaga ball pit located between the Thrifty Foods skatepark and new pickleball courts, with the site now laid out to be finalized.

The horticulture team has been actively engaged in seasonal annual plantings, enhancing visual appeal across key areas of the site. Spring renovations on sports fields are now complete, including aeration, topdressing, and overseeding with a ryegrass blend—setting the stage for healthy, playable turf. The new pickleball courts are nearing completion, offering an exciting expansion of WSPR's recreation amenities. The golf course, which had a difficult winter, is beginning to show signs of recovery with steadily improving turf health. Despite cooler-than-usual temperatures and below-average rainfall, the team maintained good progress on fieldwork and facility enhancements.

Programs

Community Recreation

Staff and management participated in 'The Art of the Possible', a Village Initiative networking and panel discussion event for leaders from government, education, non-profit organizations and the development sector to look for practical ways to build the community with a multi-sectoral approach. As well, staff attended an information session from the Foundry on the new Foundry, Westshore, Sooke & Port Renfrew. There was an update on the Foundry project and its service model along with a discussion on community resources and gaps.

WSPR created a partnership with PlayForever to run "Breakfast Hoops". This is a free program aimed at low-income, at risk, and new Canadian middle schoolers, providing them with breakfast and a chance to build community through basketball. The program aims to promote physical fitness, teamwork, personal growth and success by ensuring participants are energized and ready to learn. Floor time and food are all paid for by the Building Safer Communities grant.

The May set of golf programs through Victoria Golf Centre (Green Acres) originally filled with 14 participants, and staff added an extra class to accommodate an extra 4 participants. The first Learn to Fish, with BC Freshwater Fisheries, took place at Glen Lake Park with 16 participants. We look forward to them running one-off classes throughout the summer.

Sports had 244 pickleball drop-ins, 15 pickleball court reservations, 46 basketball drop-ins, 62 youth volleyball drop-ins for the month of May. Youth had a full 15 participants in May's Home Alone and 9 participants in the Babysitters course. Through May, Monday's youth drop-ins have had 5 youth in the youth room; Wednesdays: 27 youth between the youth room and turf; Fridays: 307 youth in the pool, indoor sports complex, and youth room. On May 1st Centennial Centre hosted over 50 youth for Youth Week celebrations. This was the highest attended Youth Night at Centennial Centre since starting this program in 2024. The Building Safer Community grant funds this drop-in activity for youth.

WSPR has successfully hired a new pottery technician, who has been a long-time potter and pottery studio volunteer with WSPR and will be a great addition to the pottery team. WSPR is still in the process of hiring a substitute pottery instructor as a long-time employee is currently off on medical leave. The Aspiring Artists Family Pottery workshops remain extremely popular. May's themes were Summer Platters and May the 4th Be with You! Flat Character Portraits. Staff will increase offerings in the fall to meet the increased interest in these parent and child art workshops.

Aquatics

During the month of May the pool continued to offer more advanced aquatics courses, offering another Bronze Cross, Bronze Medallion and Swim Instructor Program. These programs continually run with high numbers, showing the ongoing interest for youth to become lifeguards and swim instructors.

For youth week, May 1st to 7th, staff added prizes and games to the youth swim including a super popular scavenger hunt. School Swims began to increase as the school year is winding down, with 6 schools amounting to over 200 kids, booked in for the month of May to enjoy a fun swim school trip.

Upon reopening from the annual shutdown, patrons were pleasantly surprised to learn that daily cleaning of the pool changerooms is being performed by the newly hired daytime maintenance cleaner. Staff also implemented a new “no cell phones in the hot zones” policy. This policy was implemented to ensure bather safety and privacy while using sensitive areas including the hot tub, sauna, and steam room.

Fitness and Weights

May marked the transition over to spring/summer fitness programs with several new programs offered including SHiNE Dance Fitness, Age Defying Fitness, Youth Power Circuit and Pre/Post Natal Yoga. To encourage registration and interest, select programs offered a free sample (try-it) class for the first class of the session, providing participants with the opportunity to sample the class before registering for the series.

Program offerings in Metchosin expanded with 2 new programs added to the schedule including Pilates and a Tuesday Functional Fitness offering. The fitness department continues to work with Brookes School to offer students entering the second school trimester with group weightroom orientations. Two large group orientations were completed in April and May.

Rehabilitation services have seen an increase with several new referrals to the Take Heart and Breathe Well Cardiac and Pulmonary Rehabilitation program along with an uptake in private rehabilitation clients.

Arena, Events, and Golf

Private skating lesson spots for July and August have sold out following registration opening in April. The team is currently exploring ways to add more lessons. The facility bookings’ team has developed a new request form over the past year that collects and analyses statistics to support the allocation process.

The golf course has seen an increase in rounds played as the weather improved, similar to the same time period in 2024.

The dry floor season kicked off in each arena, seeing the return of JDF minor lacrosse and the senior Shamrocks. The senior Shamrocks played home games at the Q Centre arena on May 23rd and 30th, while a few tournaments have taken place at the JDF Arena as the minor lacrosse season is in full swing. On Saturday nights in the Q Centre Arena, Roller Skate Victoria hosts sessions from 7-9pm.

The Westshore Swap & Shop continues in the JDF library parking lot on Sunday mornings 8am to noon until August 31st.

Equity, Diversity, and Inclusion

The JDF Seniors Association currently has 1,242 members which is approaching pre-Covid levels. In 2019 there were 1,310 members, which is the highest tally since 2018. On May 26th, the community gathered for an exciting wheelchair basketball event hosted by Access Westshore Society, in partnership with Victoria Wheelchair Sports, West Shore Basketball, and Spencer Middle School. This fun and inclusive evening marked the kick-off of Access Awareness Week, celebrating accessibility and community engagement. With over 80 people in attendance, participants had the chance to try out the sport or cheer on the athletes in a spirited and welcoming environment.

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:

- Completion of the engagement process.
- Process for draft to be delivered and adopted by each council.
- Timeline of reviews and completion.

The board briefly inquired if holds will be added to calendars.

c) Pickleball Court Project Update:

Ron Dietrich commented on the following:

- Completion of the court construction.
- Corporate rental inquiries.
- Observations of a busy facility.
- Grand opening celebration on June 13.

IN CAMERA

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

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)(c) labour relations or other employee relations.

ADJOURNMENT

***13. MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE MEETING BE ADJOURNED AT 8:34PM.
CARRIED***