

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, November 14th, 2024, in the Westshore Room**

PRESENT: Damian Kowalewich, Shelly Donaldson, Kimberley Guiry, Leslie Anderson (arrived at approximately 5:45pm)

ABSENT: 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:

CALL TO ORDER

1. The chair called the meeting to order at 5:33PM.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS GUIRY AND DONALDSON THAT THE MINUTES OF THE REGULAR MEETING ON OCTOBER 10TH, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.
CARRIED***

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. The chair commented that it's been an eventful month for WSPR in the news; the pickleball announcement was well-received by the public, and the RFPs have gained traction on BC Bid. Inclusion at WSPR was featured on Chek News. Directors Kowalewich and Jantzen participated in a well-attended Remembrance Day ceremony at the JDF Cenotaph.

DELEGATIONS

6. N/A

STANDING COMMITTEES

7. a) Finance committee – 3rd quarter update:

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

- The financial status is consistent compared to last year.
- All programs hit targets.
- Capital projects are on track and HR offices are expected to be completed in Spring 2025.
- Active memberships increased 17% over last year.
- Membership by region is very close to requisition percentage.
- No concerns meeting targets this year.
- The 2025 budget has been delivered to municipal partners; 2 have been approved.

The board noted that as the fitness facility nears capacity, consideration should be given to long term visioning. Potential solutions include adding a second-floor addition, or time-based memberships. It was noted that usage statistics are available to determine user behaviour.

MOVED/SECONDED BY DIRECTORS ANDERSON AND DONALDSON THAT THE REPORTS BE RECEIVED AS PRESENTED.

CARRIED

OLD BUSINESS

8. N/A

NEW BUSINESS

9. a) **Staff presentation – Marketing:**

Simon Miles, communications programmer, and Tiffany Moore, administrative assistant/marketing clerk, gave a presentation that included the following:

- A focus on youth drop-in programming, along with new branding, to support the Building Safer Communities grant funded programs. Emphasis is placed on being a safe and inclusive environment.
- The use of social media is to maintain a strong branded presence, promote inclusivity at WSPR, and create a positive community space. The most successful posts are always about relationships.
- TV commercials included Youth at WSPR; You Are Here campaign; and the Chek News segment featuring inclusion during Aquafit.
- Moving forward, the focus will be an ongoing commitment to connecting with youth in the community, accessibility and inclusion, and community engagement.

It was noted that due to contra agreements and strong working partnerships with media, commercials are a zero-cost investment for WSPRS. It was also noted that social media is used to promote programs when capacity allows, and that it is used to support contractors and new programs for added visibility.

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

CARRIED

FOR INFORMATION

10. a) Administrator's report

Grant Brown, administrator, commented on the following:

- The U18 Island Classic hockey tournament is being held on site this weekend. High level teams with CHL and US university scholarship prospects are attending.

STAFF REPORT

TO:	West Shore Parks & Recreation Board Members
FROM:	Grant Brown
DATE:	November 2024
SUBJECT:	Administrator's Report

Administration/Human Resources

The requests for proposals for both the outdoor pickleball courts' construction project and the Westshore Parks & Recreation facilities master plan were issued in October, with the former closing on November 27th and the latter on November 19th. Staff anticipate selecting the successful proponents before Christmas, with work beginning in early 2025.

Following the 2025 budget preparation, the finance department has begun preparations for 2024's year end. Several recommended actions following the 2023 audit have been completed. These include a formal policy and decision tree to describe the various criteria between members' and the Society's tangible capital assets, monthly reconciliation of the payroll software to the general ledger, monthly reconciliation of benefit costing between the general ledger, payroll software and human resource records, and updating the signing authority procedure to require administrators' sign-off for changes.

Human resources has begun the implementation of Scout Talent software which will streamline the Society's recruiting and onboarding process. Work continues on the Society's staff scheduling software, with HR and staff from the application looking at ways the software can better meet the Society's needs, which will result in HR staff taking on aspects of staff scheduling from departmental supervisors, freeing up time for program requirements. Members of the joint health and safety committee along with a few departmental supervisors took part in mental health first aid training through the BC Federation of Employees, providing staff with information on how to recognize some of the signs and symptoms of mental health struggles as well as provide initial support.

Operations

Maintenance

In mechanical maintenance, a leak in the Q Centre arena boiler room piping was promptly repaired, while the chiller and air conditioning project continues as deficiencies are addressed by the contractor. The JDF Arena plant room heat pump has been short cycling causing compressor issues. Staff are collaborating with the original installers to find a solution. Additionally, progress of converting the café to a human resources space began with the removal of equipment and counters. As well, quotes for the men's changeroom re-tiling project were requested, with one received to date.

In utility tasks, the reception area wire racks were replaced with shelving units, and a stall was installed in the universal washroom near reception, removing the lock from the entrance door. This change will allow staff to better address patron safety concerns. The indoor sports complex's basketball hoops were levelled by the supplier with newly installed wedges, and the pottery studio's clay traps were cleaned. Backlogged work orders saw significant progress, and the reupholstering of private box seats at Q Centre Arena continues.

In staffing, interviews were conducted for facility maintenance worker positions, with a new FMW3 scheduled to start on November 7th and the FMW4 mechanical position filled internally by Eric Chipperfield.

Parks

Two new capital replacement machines arrived, a large utility mower and an infield groomer, enhancing field maintenance efficiency. Additionally, the 15-passenger van has been repaired and is back in service.

In golf, the greens are being closely monitored for disease; so far, only minimal signs have been noted, and they continue to be in good condition. The lawn bowls' season has wrapped up, although weekly maintenance is ongoing to keep the greens well-prepared for next season use.

Deep-tine aeration is underway on sports fields to improve drainage and ensure field readiness. Several projects are in progress, including the replacement of the potable water line to the kids' cottage due to recurring leaks, basketball netting has been refreshed, and sand is being removed from the volleyball courts to prepare for the installation of pickleball facilities in the spring. Additionally, an emergency exit path at the has been completed at the back side of the indoor sports complex.

Weather for October has been characterized by average temperatures; however, precipitation has been notably high, with a total of 178 millimetres of rain recorded for the month.

Programs

Community Recreation

Sports saw archery classes, through Pacific Archery Academy, start their second set of classes. Their 5 classes are running at 95% capacity. Pickleball lessons for October are full. Drop-in pickleball numbers picked up, with 350 drop-ins, an increase of 55 from last month. 81 basketball drop-in admission were recorded in October, majority of which are youth. 18 children registered for the active play pro-d day camp on October 25th and a total of 40 registered for the 2 general pro-d camps, bringing the program to capacity. Youth programs are off to a great start for the new school year; 14 youth went through the Home Alone course and 14 youth through the babysitting course. 8 youth also learned to make buttermilk pancakes with blueberry coulis in the Cooking for Fun class.

Friday Youth Night attendance for the month of October was 448 admissions, with October 18th reaching 152 in attendance! The new activity of choice for many of the youth is volleyball in the indoor sports court, and staff have a mix of boys and girls playing together each week with WSPR youth and Game Ready staff.

The Halloween spirit was alive and well at WSPR, and the mini pumpkin patch event was a resounding success with 3,200lbs of pumpkins distributed to the community. The patch was set-up in the Little Friends Play Park and every one of the four skids of donated pumpkins by Thrifty Foods was given away. The event also featured a variety of crafts and Halloween activities, which drew many participants and created a festive atmosphere. The special events team attended the Royal Bay Monster Mash on October 27th at Meadow Park where Halloween games and activities were offered in partnership with the City of Colwood.

The Shore at Centennial Centre hosted its first annual “Halloween Spectacular” on October 31st. The event was quieter than hoped due to a number of youth going trick-or-treating, however those that attended enjoyed arts, crafts, snacks and a dance party.

Staff also got into the spirit with many of those working on October 31st came to work in costume.



October was full of fall and Halloween themed art and pottery classes for children including hanging bat planters, candy cauldrons and jack-o-lantern jars – all made from clay! Five of the potters participated in the Pumpkin Patch and Pottery Sale event at JDF on October 20th. There was an increase in the private and semi-private pottery class bookings which are now sold out on Sunday evenings until 2025. The Aspiring Artists birthday parties were sold out for October with all 5 slots hosted.

Staff attended the Village Initiatives Westshore Sooke Service Providers Network event at City Centre Park. It was a great opportunity to network with other youth serving agencies on the Westshore as well as meet and provide information to school district staff, local and provincial government representatives, PAC members and trustees.

In conjunction with the Building Safer Communities grant, students from Westshore Secondary school began using WSPR spaces for different activities. The first is the Shore youth room for female (and female identifying) & male (and male identifying) counselling/training group. Youth gather with facilitators from Pacific Centre Family Services Association to learn strategies for identifying,

understanding, and managing their emotions effectively; explore healthy relationship dynamics, boundaries, consent, and conflict resolution tools to build and maintain positive relationships with peers, family, and romantic partners; recognize and minimize risks associated with substance use, self-harm, sexual health etc., and access information about harm reduction strategies, coping mechanisms, and available supports; explore issues related to exploitation, including online safety, peer pressure, grooming tactics, and recognizing signs of manipulation or abuse; access informational materials, community resources, and referral services to further support well-being.

Westshore Secondary also began using the indoor sports complex turf every other week for their morning and afternoon PE activities, as well have set up weightroom orientations, skate times and are planning a basketball tournament. Funding was used from the grant to provide the WSPR bus and driver to pick them up and drop them off making both activities more accessible to the youth.

Staff met with key stakeholders to debrief the 2024 Skate Jam events, evaluating their effectiveness, key learnings, and areas for improvement. The group also looked ahead to 2025, with 94Forward confirming their support for both competition-level events and development programming. Final planning for the 2025 Skate Jam will be confirmed in December 2024.

A Skateboard Summit was held on October 9th, consisting of experienced coaches and athletes with knowledge of the sport of skateboarding from WSPR, NSO Skateboard Canada, 94Forward, and City of Victoria. The group collectively represents subject matter expertise and is working towards enhancing the future of skateboarding in Greater Victoria. Objectives and topics of discussion included mapping out a multiyear framework for programming which includes programming initiatives (camps, coaching, other), talent identification, high performance standards/pathway, coaching development, and leveraging opportunities when presented.

Aquatics

October saw an increase in staff sickness, leading to a heavy reliance on “floaters” who are staff scheduled to support swim instructors, communicate with parents during lessons, and cover lessons when needed to avoid cancellations.

After a lot of hard work and few different creative attempts from maintenance the pool saw the return of the river run! Maintenance found an ingenious way to plug the jets to do the repairs without having to empty the pool.

A few school groups took part in fun swims in October and St. Johns Academy in Shawnigan Lake began daytime swim lessons with us. As well, another round of the WSPR swim instructor program has started.

The aquatics team took part in the Great BC Shakeout earthquake drill on October 17th. Staff cleared the pool and educated swimmers on how to be safe and where to evacuate in the case of an earthquake while swimming. Aquafit got into the Halloween spirit and pumpkins were dropped in the pool for the class to lift as weights. Supervisors attended the Greater Victoria Aquatics Committee meeting (in costume for Halloween) where they discussed a regional training initiative to take place in November for team leads.

Fitness and Weights

The weightroom has been busy with youth weightroom orientations for both public and private school groups. Group sessions run 4 times per month and private sessions are booked in by request.

Fitness classes have been especially full, with the 50+ Strength and Stretch program seeing record numbers with over 30 participants registered in the classes. Indoor cycling classes, Power Circuit and bootcamp classes have also seen full classes.

Ecofit asset management sensors have been installed on select strength and cardio equipment in the weightroom. These sensors are networked to fitness asset management software to monitor equipment condition, improve maintenance operations and collect data on equipment usage. The sensors are attached to the moving components of the strength equipment to sense movement, which records the length of time the equipment is in use along with frequency and wait times. The data collected will provide useful insight on high demand equipment for future equipment replacement, purchases, and layout. The weightroom and fitness department involvement in the Great BC Shakeout earthquake drill involved the review of the emergency procedure by staff and patrons participated in the drill by dropping, covering and holding on.

Arena, Events, and Golf

The Westshore Wolves kicked off their regular season in early September with a strong start. They are scheduled to play 12 games at the JDF Arena this season, as they work toward making it their permanent venue. The Grizzlies launched their season later in the month after holding their main camp and exhibition games. Their home opener attracted a crowd of about 1,000 fans, helped by the clubs' new admission policy allowing free entry for fans 18 and under when accompanied by an adult, resulting in a noticeable increase in young spectators.

Meanwhile, the Shamrocks reached the Mann Cup finals but came up short in five games. On the sponsorship front, Tyson Barrie's new beer, Chilly Ones, which launched over the summer, is now available at the arena bars and adds to the game-day experience as a Grizzlies' sponsor.

In other activities, the golf course experienced a dip of 446 rounds compared to September 2023. Skating lessons and public skating sessions resumed later in September, with both arenas back in full operation by the end of the month.

Equity, Diversity, and Inclusion

The WSPR Inclusion Committee met twice in October. The first meeting invited guest Charla Huber who facilitated the Potlatch Card Game, a game that shares Indigenous ways of knowing – this activity was done as a team builder and highlights how to ensure everyone's needs are met and working together. The second follow up meeting was used to identify EDI action items for the next 10-12 months and will be added to the committee's terms of reference. Next steps are to create a tasks and timeline around the items identified.

WSPR has submitted two applications under the Saanich New Horizons Seniors Isolation Grant. Both applications, if successful, would-be part of a 4-year funding process.

- **Older Adult Newcomer Orientations - Welcoming Spaces Cafés & Funding Application**

This initiative engages older adults from indigenous communities, newcomers, immigrants, and

emerging cultural groups. It includes orientation sessions and tours of the Juan de Fuca Recreation Centre, the 55+ Activity Centre, and the Greater Victoria Public Library, alongside social interaction opportunities. The goal is to reduce social isolation and vulnerability by creating a safe, inclusive space where equity-deserving groups can access resources and develop a sense of community.

- **Trans, Queer, and 2SLGBTQIA+ Social Programming Project**

In partnership with the City of Victoria and Oaklands Community Association, this project addresses the lack of gathering spaces for 2STNB (Two-Spirit, Trans, Non-Binary) and LGBTQIA+ allies in Greater Victoria. The initiative focuses on building trust and connections among older adult participants, fostering social inclusion, and providing access to relevant resources.



Grant Brown, Administrator

b) Regional Parks & Recreation Facilities Master Plan:

The administrator commented on the following:

- The RFP closes next Tuesday. 6 companies have registered on BC Bid, which is inline with expectations. Staff are expecting 3-4 submissions.
- Metchosin, Langford, and Colwood staff are part of selection process.

c) Pickleball court project update:

Ron Dietrich, manager of operations, commented on the following:

- The RFP closes November 27th. 2 parties have shown interest.
- 2 parties attended the non-mandatory site visit.
- Pertinent questions will be added and released in an addendum.
- Hoping for more interest.
- Specialty item.

It was noted that an evaluation matrix will be used to evaluate submissions.

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

CARRIED

IN CAMERA

11. N/A

ADJOURNMENT

12. **MOVED/SECONDED** BY DIRECTORS DONALDSON AND GUIRY THAT THE MEETING BE ADJOURNED AT 6:23PM.

CARRIED