

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, December 12th, 2024, in the Westshore Room**

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

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
Tiffany Moore, recorder

STAFF ABSENT: April Luchinski

PUBLIC PRESENT:

Allison MacKenzie

CALL TO ORDER

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS DONALDSON AND ANDERSON THAT THE MINUTES OF THE
REGULAR MEETING ON NOVEMBER 14TH, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO
OMMISIONS.
CARRIED***

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. The chair commented that this is his last meeting as a WSPRS director and expressed positive comments about the organization and his involvement on the board over the past five years.

DELEGATIONS

6. N/A

STANDING COMMITTEES

7. N/A

OLD BUSINESS

8. N/A

NEW BUSINESS

9. a) Annual Housekeeping:

- The directors and managers signed the applicable 2024 and 2025 documents.
- The January board meeting will be held on January 16th, 2025, one week later than planned due to deadlines falling during the holiday break.

b) JDF Arena year-round ice:

The administrator commented on the following:

- Staff prepared a review of ice and dry floor seasons at JDF Arena as part of their continual evaluation of the Society's services.

Rob Wilson, Arena & Events Coordinator, gave a presentation that highlighted the following:

- The review consisted of an overview of user requests, cost analysis, facility usage and capacity, user group preferences, expense considerations, and revenue potential.
- An outline of positives and negatives of transitioning to year-round ice was provided.

The board discussed the implications and value of shuffling user groups. They inquired about comparable facilities and potential for alternatives and collaborative efficiencies. It was confirmed that the review will be shared with the master plan consultants to be included with their services evaluation.

c) Staff thank you to the board:

The administrator gave words of thanks to the board for their work over the past year, and to Director Kowalewich for his contributions to the Society over the past five years.

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, highlighted the following:

- Staff received feedback from a student advocate describing their positive experience while processing a LIFE program application and the support WSPR provided the student to access the weightroom.
- The human resources Scout Talent software is now in use and staff are happy to be accepting applications through the platform.
- A new light standard has been installed in the parking lot facing reception, and the light at the administration entrance is functional, making the space safer.
- Parks has added curb stops to parking stalls adjacent to sidewalks to ensure accessibility and safety is maintained when trucks with long boxes are parked in those stalls.

- Ms. Charla Huber facilitated a well-received inclusion/diversity activity at JDF.

The board briefly discussed truck and small car parking, speed bumps, and noted that power in the light standard at the cenotaph was out of service and is slated for repair.

Administration/Human Resources

Both the West Shore Parks & Recreation Facilities Master Plan and Outdoor Pickleball Court Construction requests for proposals closed in late November. Staff are currently evaluating the submissions and will be informing the vendors of the results shortly.

The finance department discovered discrepancies in the WCB reporting for the contracted instruction providers that have led to WSPR remitting premiums in error for a few contractors. Coding errors in invoice processing can explain most of the findings; however, staff reached out to WorkSafeBC for further clarification on how they determine a contractor's status. Staff have developed a procedure to guide supervisory staff, including a decision tree for supervisors to follow when entertaining new contract instructed programs. As well, all current contract instructors have been asked to contact WorkSafeBC to determine their status and provide WSPR staff with supporting documentation. Finance staff's review will result in a rebate on WSPR's next remittance. 2024 year-end preparation continues, including the onsite interim audit scheduled for December 9th and 10th.

The human resources team has been working with Scout Talent to roll out the new recruitment and onboarding software that will be going live on January 1st, 2025. This should not only create a more streamlined process for the HR department, but it will also create more engagement with potential candidates, allowing staff to move faster with candidates, creating a relationship quicker and being able to contact multiple people with each communication. This will make it very clear for applicants where they are in the recruitment process while giving supervisors a live view of exactly where each candidate is in the process. The platform will also automate some of the onboarding process, as well as automate the new hire paperwork required to ensure staff can be added to the payroll and HR software. Additionally, the HR team has reviewed and updated the staff recognition policy and created a relationship with Everything Cards to send staff gift certificates on specified anniversary dates, which will further streamline processes and continue to recognize staff for their contributions.

Operations

Maintenance

The air conditioning unit at the Q Centre Arena was upgraded by reconfiguring the cooling coils to sit in series rather than parallel, which has improved cooling efficiency. Additionally, a stronger and more durable stand was built to replace the original. An issue with the pool air handling unit's makeup air system, which was causing cold temperatures in the change rooms, was resolved by adjusting the digital controls and replacing a faulty valve, restoring normal temperatures. The leaking valve in the pool's river run system was replaced by sealing the jets to prevent backflow into the basement, and the river run is now fully operational. Regular servicing of air handling units on the JDF Recreation Centre roof and at

the 55+ Activity Centre was completed, including cleaning coils, replacing filters, checking belts, and testing amperage. Chlorlings (chlorine generators) were also serviced and are in good working order.

The utility team began deconstructing the café in preparation for the human resources office conversion work of removing drywall to expose beam alignments, capping the gas line, draining and removing the hot water tank, and bundling electrical systems for storage in the ceiling. Kitchen equipment was relocated, with plans to sell or recycle most items.

In staffing, a new facility maintenance worker 3 (FMW3) was hired for a Monday-to-Friday position, along with three auxiliary staff, including a returning retired FMW3, a ticketed auxiliary, and an auxiliary cleaner pursuing certification. A maintenance cleaner was sponsored to attain an Ice Facility Operator ticket with the goal of transitioning into the vacant night FMW2 position. With the departure of the FMW4 afternoon lead hand, recruitment for the position has commenced.

Parks

The parks team addressed several lighting issues this month. A lamp was replaced at the 55+ Activity Centre. The problem persisted, however, which required an electrician to resolve the issue. Additionally, two light poles on the lower sports fields had their lamps replaced successfully. To improve drainage, the sports fields underwent aeration. Looking ahead, the team will begin installing curb stops on all parking spots adjacent to sidewalks to enhance safety and organization.

Programs

Community Recreation

Sports has seen a new set of “late” fall pickleball lessons begin. All 3 classes are full with a waitlist. One more class will be added to the schedule in the new year. Drop-in pickleball continues to be extremely popular, with 268 drop-ins in November, reaching 97% capacity. There were also 52 youth basketball drop-ins in November. Soccertron’s second set of fall classes has very strong registration for the 4-6yr class with 22/25 spaces claimed. The Girls Got Game program started in November with a record 16 girls registered in the program, and they will be introduced to rugby, pickleball, flag football, soccer, and a spin class. Sports is currently looking to bring in a new Brazilian Jiu-Jitsu contractor for the new year, as the previous instructor was unable to continue to offer programs.

Youth programs continue to have strong registration. Twelve youth went through the babysitting course bringing the season total to 38. Eight youth learned to make a TexMex recipe in November's Cooking for Fun class, bringing that season total to 24 registrants which is 100% capacity.

103 youth hit the ice in November for Wednesday night public skates, 32 of which are coming to The Shore youth room to refuel with snacks and hot chocolate after skating. Friday youth drop-ins have been busy with 315 youth in the building throughout November. Apart from the pool, which is always popular, co-ed basketball and volleyball continue to dominate as the most played sports in the Indoor Sports Complex. The inflatable bungee run came out on the November 29th youth night and remains a popular attraction with the youth.

November is always a busy month in the pottery studio with potters getting ready for the holidays. WSPR has three kilns that are currently running 7 days a week to ensure the pottery classes, open studio time and drop in pottery pieces are fired within two weeks. This is a great turnaround time for peak season. The Aspiring Artists art classes are in full swing offering a variety of holiday themed projects from Candy Cane Lane Mixed Media to Christmas Elf Polymer Clay. Most of our holiday themed art classes for children are full for the remainder of 2024. There will be groups from John Stubbs School, a local preschool and the WSPR daycare taking part in the offsite/onsite art field trips.

WSPR is excited to announce a new partnership with the Metchosin Fire Department to offer Red Cross first aid classes. This collaboration will bring essential life-saving skills to the West Shore communities, providing 12 first aid programs scheduled between January and April in the Winter/Spring 2025 season.

Westshore Secondary School (WSS) hosted their second annual 3-on-3 basketball tournament at WSPR, with teams from SD63's Individual Learning Centre and the WSANEC Leadership School attending alongside WSS. The tournament was funded through the Building Safer Communities grant with athletes from Westshore Secondary receiving team shirts and everyone with food and t-shirts afterwards, creating a sense of pride, belonging and camaraderie.

Aquatics

November was a very exciting month for the pool with the addition of Alisa Stutt, the new aquatic programmer. Alisa previously worked at the Westhills YMCA/YWCA and has other municipal pool experience in Kamloops. She has been a wonderful addition with her experience and knowledge, rounding out the supervisory team to help support the growth of the aquatics department.

11 youth from Royal Bay toured the pool for Take Your Kids to Work Day on November 6th, where they were educated about what a career in aquatics looks like.

Chek News did a feature in the pool highlighting inclusion groups from Royal Bay Secondary and how they participate alongside Aquafit classes.

This month another round of hiring began with 17 lifeguards and swim instructor applicants applying! This hire will continue to help enabling the growth of programs for the new year. Another successful swim instructor program with 8 participants, 5 internal and 3 external, was completed in November.

Greater Victoria Active Communities hosted a regional training session with facilitator, Lyndsay Wells, who is a Community Education Program Coordinator with the Vancouver Island Crisis Centre. Sessions focused on non-violent communication, de-escalation skills, and boundary setting for team leads and senior aquatic staff. Four WSPR aquatic staff attended the training and found it very beneficial for their development and used this opportunity to collect leadership certifications that helps with advancement through the aquatics department.

Fitness and Weights

November has been a busy and exiting month in the fitness and weights department with training opportunities, hiring and news highlights.

The 33rd annual Island Fitness Conference took place on November 2nd at the Gorge Park Pavilion featuring the industry's top presenters such as Dean Kriellaars, Krista Popowych and Lana Osborne-Paradis. The conference is put on by the Island Fitness Conference committee and Inter-municipal Fitness Committee for fitness professionals to gain continuing education credits required to maintain their certifications. The conference had 121 delegates in attendance with many positive reviews and valuable sessions.

The fitness department has welcomed two new staff members to the team, including one fitness instructor and one personal trainer and weightroom attendant. Two returning staff will be working over the holidays during their break from school.

The aquatics and fitness department were honoured and proud to watch the filming of the CHEK News feature on the students at Royal Bay Secondary School participation with the 10:15am shallow aquafit class, led by instructor, Glenda Rosberg. The pool and participants were all happy to participate and show their support.

Arena, Events, and Golf

October marked the transition to the winter season on the golf course, effective October 1st. The number of rounds played dropped significantly from 3,388 to 2,111 compared to last year, largely due to unfavourable weather. The month saw 150% of the average rainfall, with 10 days of precipitation, 13 cloudy days, and only 8 days of sun. The average daily temperature was 12°C.

At the Q Centre, Grizzlies attendance fluctuated as the team had a strong start to the season but encountered injury challenges. In a bid to boost engagement, Chilli Ones, a beer created by Grizzlies alumnus Tyson Barrie (now with the Calgary Flames), will be offered at a promotional price of \$5 for the remainder of the season. This has generated excitement among fans, as Barrie has strong local ties having grown up playing JDF minor hockey. Meanwhile, the Wolves have maintained a solid season, consistently competing for the top spot in the league.

The bookings team sent out Winter Wonderland event request letters for the JDF Arena and received an overwhelming response, particularly from returning groups and schools eager to participate. Additionally, the top-selling item at the Q Centre for October was popcorn, with 387 units sold.

Equity, Diversity, and Inclusion

In partnership with the District of Saanich, City of Victoria and Oaklands Community Association, a Trans, Queer, and 2SLGBTQIA+ Social programming project has been selected to go forward. The regional 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. This project falls under the umbrella of the Saanich New Horizons Seniors Isolation Grant and is part of a 4-year funding process. Further details to come in December and January once the funder has provided guidelines.



Grant Brown, Administrator

b) Regional Parks & Recreation Facilities Master Plan:

The administrator commented on the following:

- Expedition Management Consulting Ltd., in partnership with LANARC Consulting, has been selected as the successful consultant to complete the master plan. Currently, the team is reviewing the provided service agreement and updating the project schedule for staff sign-off.

The board discussed an idea of implementing a director to act as a liaison between all involved parties and provide monthly updates; community sentiment around engagement and the future of recreation in the West Shore; collaboration and efficiency between municipalities; locations and clustering recreation facilities for efficiency and capacity for tournaments; strategic planning for next year and creating a plan that can support grant applications; and, the formation of a recreation subcommittee with a director requesting a seat.

c) Pickleball court project update:

Ron commented on the following:

- Tomko Sports Systems has been selected as the contractor for the project and staff will be meeting with them to finalize the contract, timeline and other pertinent information. Society staff have already dismantled the fencing and removed the sand from the build site in preparation.

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

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 section 1.(1)(k) proposed provision of a service.

WSPR staff left the meeting at 6:22PM.

ADJOURNMENT

12. **MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE MEETING BE ADJOURNED AT 8:22PM.**

CARRIED