

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, January 16th, 2025, in the Westshore Room**

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

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
April Luchinski, manager of human resources
Tiffany Moore, recorder

PUBLIC PRESENT:

Josh Taylor, Urban Rec
Chris McNally, Urban Rec

CALL TO ORDER

1. The administrator called the meeting to order at 5:30pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS ANDERSON AND GUIRY THAT THE MINUTES OF THE REGULAR MEETING ON DECEMBER 12TH, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.***
CARRIED

ELECTION OF OFFICERS

4. Grant Brown, administrator, started the election of officers.
 - a) **Chair**
Nominations were called for chair.
Director Dean Jantzen nominated Director Kimberley Guiry.
Director Shelly Donaldson seconded the nomination.
Director Guiry accepted the nomination.
The administrator called two additional times for further nominations and hearing none, Director Kimberley Guiry was elected as chair.

Director Guiry assumed the chair at this time.

b) Vice-Chair

Nominations were called for vice-chair.

Director Alison MacKenzie nominated Director Dean Jantzen.

Director Leslie Anderson seconded the nomination.

Director Dean Jantzen accepted the nomination.

The chair called a second time for further nominations.

Director Shelly Donaldson nominated Director Leslie Anderson.

Director Kimberley Guiry seconded the nomination.

Director Anderson accepted the nomination.

The chair called a third time for further nominations and hearing none, the chair invited statements from each nominee. Directors Jantzen and Anderson each gave a brief statement to support their nomination for the role of vice-chair.

The administrator distributed ballot papers and circulated an envelope. Each director placed their ballot paper in the envelope and the administrator called the votes. With four votes to one, Director Leslie Anderson was elected as vice-chair, and Director Jantzen was thanked for his previous service.

c) Finance Chair

Nominations were called for finance chair.

Hearing none, the chair called a second time for further nominations.

Director Leslie Anderson nominated Director Shelly Donaldson.

Director Dean Jantzen seconded the nomination.

Director Shelly Donaldson accepted the nomination.

The chair called a third time for further nominations and hearing none, Director Shelly Donaldson was elected as finance chair.

d) GVLRA Representative

Nominations were called for GVLRA representative.

Hearing none, the chair called a second time for further nominations.

Hearing none, the chair stated that she is the current representative and asked if any other directors attend the GVLRA meetings for any other reason.

Director Alison MacKenzie inquired about the role and put her name forward.

The chair called a third time for further nominations.

Hearing none, Director MacKenzie was elected GVLRA representative.

PUBLIC PARTICIPATION

5. N/A

CHAIR'S REMARKS

6. The chair welcomed everyone back for the new year and expressed gratitude for the past leadership of Director Kowalewich. The chair is looking forward to the master plan, conversations around the growth of WSPR, community talks and working together.

DELEGATIONS

7. Urban Rec Beach Volleyball Facility Proposal

The administrator introduced Chris McNally and Josh Taylor of Urban Rec, who gave a visual presentation highlighting the following:

- Urban Rec is proposing the creation of a 5-court beach volleyball facility in the land adjacent to WSPR's tennis courts in the lower park.
- Urban Rec's involvement in the creation and operation of the facility.
- Usage times and rental opportunities.
- Community benefits and programming opportunities.
- Proposal terms and timeline.

The board thanked Josh and Chris for their presentation and inquired about the previous courts' usage; consideration in the master plan; interaction between beach volleyball and golf course users; additional amenities such as storage and electrical; sand and grass options and lifespan; construction timeline; existing user groups and clubs; optimal number of courts; rentals and programming opportunities.

The administrator provided information regarding previous proposals, contracted work and operations by independent user groups/tenants.

MOVED/SECONDED BY DIRECTORS JANTZEN AND ANDERSON THAT staff prepare a comprehensive report, including location, accessibility, and conflict with user groups, and determine support for this proposal in the upcoming season, to be presented to the board at the February 13th board of directors meeting.

CARRIED

STANDING COMMITTEES

8. N/A

OLD BUSINESS

9. N/A

NEW BUSINESS

10. Aquatics staff presentation

Carly Nurmsoo and Hamish Babin presented a PowerPoint presentation that highlighted the following:

- Brief overview of the aquatics department and primary focuses.
- Goals for 2025, including expanding pool times and after-hours programming; new programming; specialty swims; advanced aquatics partnerships; camps.
- Creative solutions being explored for streamlining systems; equitable access to registration; communication with patrons; and team development.
- Challenges include pool space and time; daytime staff availability; increased need for staff as capacity and programming increases.

The board thanked Carly and Hamish for their presentation and discussed opportunities for homeschool programs; municipal request for longer open hours; creativity around offerings and the value in team development; value in ensuring new programming is planned well to be executed well; budget allocation and funding requirements; value in digital systems and also in hardcopy report cards.

FOR INFORMATION

11. a) Administrator's report

Grant Brown, administrator, highlighted the following from the administrator's report:

- WSPR's application for \$10/day daycare was not approved. Staff are inquiring further.
- 4 members have approved the 2025 budget. View Royal meets on January 21st and will respond.
- Café construction permit is in hand. Progress is ongoing with framing to occur next week. The expectation is to occupy the space by May and hold board meetings in the space.
- Staff are in discussion with organizing groups wishing to hold a national touch rugby tournament and a grand slam curling tournament at WSPR. Dates have been set and if agreed upon, notice will be given to tenants with blackout dates.

The board briefly discussed youth night, continually increasing attendance, the value of the safe place, and sponsorship for continuing the program.

Administrator's Report:

Administration/Human Resources

The annual staff Christmas lunch was held on December 12th, attended by over 80 staff who raised \$2,000 for the Goldstream food bank through various fundraising efforts. The lunch is a great way to reward staff for their hard work and spread some Christmas cheer.

In finance, the onsite interim audit took place on December 9th and 10th. The auditors were pleased with the provided information. Unfortunately, aquatics registrants experienced payment processing errors on the December 17th registration day. Finance was able to address all of them and those requiring refunds were processed by December 31st. It is still not clear what caused the issue, as this was the first issue since switching to Windcave Payments from Moneris. Staff continue to investigate in partnership with the recreation software support team. Year-end has started for the team and will be the focus until the end of March.

The human resources team continues to complete the rollout of Scout Talent recruitment, an onboarding software that went live on January 1st. December was busy creating new workflow documents and internal processes for HR, as well as for the hiring managers to complement Scout Talent. The HR team began using Everything Cards to send gift certificates to staff on their anniversary dates; this also used as a tool for staff recognition. The year-end process kicked off December 1st, and all things are on track toward anticipated deadlines and wrapping up the year-end process in the first few weeks of January.

Operations

Maintenance

Ongoing work with the pool air handling unit continues as pressure differentials in the building remain a challenge. A faulty controller was identified in the unit and the part has been ordered, expected to arrive shortly. Pump P5 from the pool basement was removed and sent to Osbourne Mechanical for servicing due to a leaky shaft seal.

The Q Centre Arena plant room's digital controls have been updated by Island Temperature Controls to integrate both the ice rink chiller and the air conditioning chiller. A new process has been implemented for switching between these systems when the ice is removed or reinstalled.

Demolition work in the café area is ongoing. Plumbing has been moved and capped where required, and grease traps have been sealed and covered with concrete. Additional wall and ceiling demolition is underway in preparation for building permits. The building permit process encountered two more questions from Colwood, which have been addressed by the architect. Approval is now pending.

A water leak in the 55+ Activity Centre caused some damage to ceiling tiles and flooring, as a hidden hot water tank sprung a leak. A new hot water tank has been installed in a more accessible location and remediation is complete.

The Winter Wonderland skate event was successfully set up, ran for a week, and was dismantled as planned. Preparations for the John Horgan Memorial event at the Q Centre Arena involved multiple planning meetings. Sound technicians and our Facility Safety Representative were on-site to ensure all technical and power needs were met. Maintenance staff installed a temporary floor over the ice, which was removed the following night. Both events proceeded seamlessly, meeting all timelines and expectations.

The department continues to search for a mechanical lead hand and an afternoon lead hand. A temporary mechanical lead hand was appointed but declined to pursue the position permanently. Two additional auxiliary staff members are currently being onboarded. With these hires, the auxiliary posting will be removed as the department now has sufficient auxiliary staff, including four Zamboni operators.

Parks

All licensed vehicles have had their insurance renewed, and new papers have been placed in all equipment. Disease pressure on the golf course greens remains low, and the course continues to be busy. The lawn bowls facility is currently closed. Field wear is normal for this time of year, and growth has increased due to higher-than-normal temperatures.

In the park, the bridge in the upper play area was replaced due to an entrapment issue, and lamps in the park building are being replaced. December weather has been above average in temperature, with 235.6mm of rain recorded during the month.

Programs

Community Recreation

Sports saw the popularity of archery programs by Pacific Archery Academy continue to grow, and it hosted its first ever private archery session! As always, drop-in pickleball numbers remain high, with 393 drop-ins for December. There were 132 basketball drop-ins, with Thursdays and Saturdays being the most popular. Sports is still seeking a new Brazilian Jiu-Jitsu contractor for the new year.

Youth programs had a strong finish to the fall. 14 youth took the Home Alone course on December 21st, 7 youth baked in December's Cooking for Fun class, making sugar cookies and icing completely from scratch.

Wednesday Youth Nights have again jumped back up in popularity; 150 youth hit the ice in December, 49 of whom visited The Shore youth room afterwards to refuel with snacks and hot chocolate. Friday youth drop-ins continue to be successful with 423 youth in the building in December, attending drop-in sports from 3:00-6:00pm & youth swim from 6:30-8:00pm.

The pottery studio was extremely busy in December with 8 different holiday-themed classes for children to adults. The pottery studio is volunteer run during the Open Studio Time and drop-in pottery, helping to keep costs down. To celebrate the 11 wonderful pottery studio volunteers, staff hosted a holiday potluck in early December. The last Youth Art and Dance drop-in for 2024 occurred on December 19th. Youth enjoyed hot chocolate, cookie decorating and a youth favourite - needle felting.

The daycare program wrapped up their year with a small concert in the Indoor Sports Complex and a fun, festive Winter Wonderland skate for all the families. Over 80 people attended and enjoyed a skate and cake in the arena lobby. Preschool families were also treated to a Winter Wonderland skate with over 100 people attending this year. It was great to see so many extended WSPR families enjoying the season and being active together.

The CR department was approved for the Intergovernmental Relations Secretariat – Francophone Affairs (IGRS) grant for the third year in a row. \$14,600 was secured to provide Francophone programming for the early years programs at WSPR. The team aims to bring French instruction to the preschool and daycare programs through songs and music.

WSPR actively engaged with the community throughout December, hosting and participating in several festive events strengthening connections and fostering holiday cheer:

- Langford Light Up (December 7th): WSPR's community events team delighted children with a popular cookie-decorating activity and colour-by-number Christmas colouring sheets.
- Colwood Light Up (December 5th): WSPR collaborated with Citizens Environment Network in Colwood to host environmentally friendly Christmas crafts, including paper cup reindeer and snowmen made from recycled paper rolls.
- Free Family Skate (December 13th): Sponsored by Peninsula Co-op, this holiday-themed event occurred in the JDF Arena which was transformed into a winter wonderland, attracting approximately 130 attendees.
- Santa Swim (December 21st): In its second year, this interdepartmental partnership combined a Santa-themed swim with festive crafts in the hallways and viewing areas, offering a fun family experience.
- AutismBC Sensory-Friendly Skate (December 24th): Co-hosted with AutismBC, this inclusive ice-skating event provided a relaxed and welcoming Christmas Eve environment for individuals with sensory sensitivities.

Aquatics

December is always a busy time of year, and the pool was no exception. The National Lifeguard course wrapped up, which included 4 internal staff participating in the course, all passing to become full lifeguards. Several school and community groups held end of the year swims.

On December 16th and 17th swim registration occurred with 258 classes being offered and 1,093 participants registering. Patrons came together to surprise one of WSPR's aquafit instructors, Glenda, with a birthday celebration for her 65th birthday. They had many heartfelt words to say about the impact that she has on their health and wellbeing and the joy she brings to the facility.

Santa made an appearance at the pool for the second annual Santa Swim on December 21st. The fall lesson set finished on December 22nd with great reviews coming in from parents and participants. Over the holiday break a handful of aquafit classes were offered along with lots of fun swims for families to enjoy.

Fitness and Weights

As the year comes to a close, the weightroom and fitness programs see steady participation with many participants getting in their last workouts and classes before the holidays.

Fitness classes remain busy with 79% of registered programs running above projected minimum numbers. Drop-in fitness programs have been running near full capacity along with great weightroom attendance. Personal training sales have increased over last December with 8 personal training packages and 8 rehabilitation packages sold.

The WSPR fitness team was invited to speak at the Metchosin Seniors Association in early December about the importance of functional exercise as one ages. The presentation was well received and provided a perfect opportunity to notify participants about new fitness programs that will be starting up at the Old Metchosin School in January. A few sample classes will be offered the first week of January with 3 new programs starting the following week which includes the Essentrics and Functional Fitness programs.

Arena, Events, and Golf

Golf rounds in November experienced a significant decline compared to the same period in 2023, with numbers down by nearly 300. This decrease can be largely attributed to unfavorable weather conditions.

The Q Centre and JDF arenas proudly hosted the Island Classic U18 hockey tournament, featuring elite teams from across North America. Upper Canada College emerged as the tournament champions. The local team, Pacific Coast Hockey Academy, had an impressive run, losing only one game and securing the B Final victory. This event brought significant attention and attendance, and staff are pleased to announce that the tournament has already committed to returning in 2025.

The Wolves and Grizzlies continued their successful seasons, remaining strong competitors for the top spots in their respective divisions.

Equity, Diversity, and Inclusion

WSPR and the Juan de Fuca Seniors Association renewed their partnership agreement for another five-year term from January 1st, 2025, to December 31st, 2029. The negotiation process was collaborative and concluded smoothly, with both organizations expressing satisfaction with the outcome. Currently, the 55+ Activity Centre serves 1,080 members, offering a vital space for recreation, social engagement, and community connections. This renewed agreement underscores a shared commitment to supporting seniors by continuing to provide dedicated facilities and programs. Together, WSPR and the JDF Seniors Association will work to enhance the quality of life for seniors in the region, fostering an inclusive and welcoming environment for all.



Grant Brown, Administrator

b) Regional Parks & Recreation Facilities Master Plan:

The administrator commented on the following:

- The schedule has been approved and will commence with surveys in February and in-person sessions in March.
- Engagement sessions will be held with councils, staff, and in the youth centre, 55+ tea, first nations, and all major user groups.
- Consultants will contact anyone wishing to participate if they are not able to attend in person.
- A first draft will be prepared for July, and a final version will be presented to ownership in late October or early November.
- An update was provided to councils in December to introduce the consultant, Explore Recreation.

c) Pickleball court project update:

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

- The grant application was unsuccessful and staff are inquiring to be successful in the future.
- Geotechnical adjustments are being made and details will be confirmed prior to signoff.
- An alternate subcontractor has been approved.
- Anticipated completion is May 2025.

IN CAMERA

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

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.

ADJOURNMENT

13. ***MOVED/SECONDED*** BY DIRECTORS JANTZEN AND MACKENZIE THAT THE MEETING BE ADJOURNED AT 7:45PM.
CARRIED