

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, March 13<sup>th</sup>, 2025, in the Westshore Room**

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

**ABSENT:** N/A

**STAFF PRESENT:**

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

**STAFF ABSENT:** Ron Dietrich, manager of operations

**PUBLIC PRESENT:** N/A

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

2. ***MOVED/SECONDED BY DIRECTORS DONALDSON AND JANTZEN 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 FEBRUARY 13<sup>TH</sup>, 2025, BE APPROVED AS PRESENTED. NO ERRORS, NO  
OMMISIONS.  
CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. The chair commented that as things are going on that cause instability, it is important to talk about recreation as an outlet for maintaining mental health and stability in our community. The chair has scheduled a meeting with MLA Ravi Parmar to discuss aligning efforts between the board and province.

## DELEGATIONS

6. N/A

## STANDING COMMITTEES

7. N/A

## NEW BUSINESS

### 8. a) Parks Staff Presentation

*Bryan Wood, Parks Supervisor, gave a PowerPoint presentation highlighting the following:*

- The Garry oak ecosystem on WSPR property, including the geographic range, key plant and animal species, causes for decline, invasive species, and conservation of the habitat, as well as frost delay and root shear on fields and the golf course.

The board briefly enquired if this year was different from previous years, and it was noted this is a typical year. A brief discussion entailed historical designations on tree systems, tree bylaws and trees of interest, urban forest strategies, and tree mapping within the municipalities. WSPRS is considering plans to enhance trails and sensitive habitat protection.

### b) JDF Performing Arts Society Liaison

*The administrator commented on the following:*

- WSPRS is seeking a new liaison to the JDF Performing Arts Society.

The board briefly discussed the role of the liaison and involvement in the JDF Performing Arts Society's upcoming workshop.

**MOVED/SECONDED** BY DIRECTORS JANTZEN AND DONALDSON THAT DIRECTOR MACKENZIE FILL THE ROLE OF LIAISON TO JDF PERFORMING ARTS SOCIETY.

**CARRIED**

### c) Strategic Plan 1-Year Extension (*verbal update*)

*The administrator commented on the following:*

- The strategic priorities are due for renewal in the fall. However, the results of the master plan will affect the strategic priorities and the administrator recommends a one-year extension to the current strategic priorities plan.

**MOVED/SECONDED** BY DIRECTORS JANTZEN AND ANDERSON THAT THE 2021-2025 WSPRS BOARD STRATEGIC PRIORITIES BE EXTENDED BY ONE YEAR; AND THAT THE 2025 BUDGET FOR THE STRATEGIC PRIORITIES UPDATE BE ALLOCATED TO THE GARRY OAK PROJECT ASSESSMENT IN 2025; AND THAT THE 2026 GARRY OAK PROJECT ASSESSMENT BUDGET BE ALLOCATED TO THE STRATEGIC PRIORITY UPDATE IN 2026.

**CARRIED**

## OLD BUSINESS

9. N/A

## CORRESPONDENCE

### 10.a) Email from Greater Victoria BMX Association

*The chair asked for feedback on the request from Greater Victoria BMX Association.*

The board discussed the association's ask; budget allocation for capital projects; details of lease agreement; scope of work; WSPR staff and contractors needed; previous agreement of support; association's participation in master plan; and municipal grant opportunities.

**MOVED/SECONDED** BY DIRECTORS JANTZEN AND DONALDSON THAT STAFF PREPARE A REPORT AND RESPOND TO THE EMAIL WITH AN INVITATION FOR THE ASSOCIATION TO ATTEND A BOARD MEETING AND PARTICIPATE IN THE MASTER PLAN.

**CARRIED**

#### FOR INFORMATION

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

*The administrator highlighted the following:*

- WSPR hosted the SD63 Lahal tournament; Hockey4Youth wrap-up ceremony; and the British Columbia Intercollegiate Hockey League championships.

The board discussed a potential collaboration with Island Health during programs such as Stay and Play; the guns and gangs seminar attended by staff; age of youth night participants; and progress on the air handling units.

##### b) Regional Parks & Recreation Facilities Master Plan:

*The administrator commented on the following:*

- The public engagement phase is seeing high levels of participation, and direct engagement with user groups will continue.

The board inquired as to ownership of the survey data and noted the data is owned by WSPRS and can be used for further analysis prior to a plan being finalized.

##### c) Pickleball Court Project Update:

*The administrator commented on the following:*

- The final design review is under way and courts are expected to be completed in May.

The board briefly inquired about the condition of tennis courts and it was noted that improvements have been made to standing water and that crack repair will take place in spring. A tennis practice wall is being considered, and it was noted that a gaga ball pit is also being considered for the lower park.

##### d) Annual User Group Analysis:

*The administrator commented on the following:*

- The public remains the largest user group. Several swim clubs have increased their usage.

The board briefly inquired about overlap between user requests as well as swim lessons.

#### IN CAMERA

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)(k) proposed provision of a service.

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

WSPRS STAFF (GEOFF WELHAM, WEI WU AND APRIL LUNCHINSKI) LEFT THE MEETING AT 6:21PM.

#### **ADJOURNMENT**

*The chair affirmed the territorial acknowledgement.*

13. **MOVED/SECONDED** BY DIRECTORS JANTZEN AND DONALDSON THAT THE MEETING BE ADJOURNED AT 6:39PM.  
**CARRIED**