

**Minutes of the West Shore Parks and Recreation Society  
Board of Directors Meeting  
Thursday, September 10<sup>th</sup>, 2020 in the WSPR Fieldhouse**

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**PRESENT:** Directors Kyara Kahakauwila (chair), Stewart Parkinson, Leslie Anderson, Roger Wade, Damian Kowalewich

**ABSENT:** N/A

**STAFF PRESENT:**

Grant Brown, Administrator  
Wade Davies, Manager of Operations  
Geoff Welham, Manager of Recreation  
Ben Currie, Manager of Finance and Administration  
April Luchinski, Human Resources Advisor  
Chantelle Bremner, Recorder

**PUBLIC PRESENT:** N/A

**CALL TO ORDER**

1. The chair called the meeting to order at 4:48pm.

**APPROVAL OF AGENDA**

2. ***MOVED/SECONDED*** BY DIRECTORS KOWALEWICH AND ANDERSON THAT THE AGENDA BE APPROVED WITH THE ADDITION OF THE FOLLOWING TO NEW BUSINESS: JDF ARENA PROJECT UPDATE AND EV CHARGING STATION DISCUSSION.  
***CARRIED***

**APPROVAL OF MINUTES**

3. ***MOVED/SECONDED*** BY DIRECTORS ANDERSON AND PARKINSON THAT THE MINUTES OF THE REGULAR MEETING HELD JULY 23RD, 2020 BE APPROVED AS PRESENTED.  
*NO ERRORS, NO OMMISIONS*  
***CARRIED***

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. N/A

**STANDING COMMITTEES**

- 6 a) Finance Committee

***MOVED/SECONDED BY DIRECTORS PARKINSON AND WADE THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE BOARD OF DIRECTORS TAKE THE AMENDED WSPRS 2020 BUDGET TO COUNCILS TO BE APPROVED.***

***CARRIED***

***MOVED/SECONDED BY PARKINSON AND KOWALEWICH THAT THE FINANCE COMMITTEE RECOMMENDS TO THE BOARD OF DIRECTORS THAT THE JDF POOL REMAIN CLOSED FOR 2020 AND THAT THE RE-OPENING BE TENTATIVELY SCHEDULED FOR JANUARY 2021 SUBJECT TO CHANGE BASED ON THE PROVINCIAL HEALTH AUTHORITY.***

***CARRIED***

## **OLD BUSINESS**

### **7. a) COVID-19**

*Geoff Welham, Manager of Recreation and April Luchinski, Human Resources Advisor commented on the following:*

The WSPRS COVID-19 Safety Plan was handed out to the board of directors and a brief explanation was said on the document.

The board of directors requested a digital copy to share with council members.

### **b) Library Lease Agreement**

*Grant Brown, Administrator commented on the following:*

The separate Library Maintenance Agreement that governs the services WSPRS provides to the library is up for renewal, however going forward, the library board would like to include the JDF branch in the next Library Operating Agreement and no longer enter into the separate Library Maintenance Agreement.

Member councils will now fund the JDF maintenance costs via the WSPR annual requisition instead of through the Victoria Public Library requisition.

The board of directors made the decision that it would be best to work directly with the library representatives on council to inform them of this change.

It was noted that the Town of View Royal contributes to the Victoria branch.

The board of directors asked that Ben Currie, Manager of Finance and Administration involve the library board and financial officers, as well as council members to help administer the change.

Staff were asked to provide a one-page report.

## **NEW BUSINESS**

### **8. a) JDF Arena Project**

*Wade Davies, Manager of Operations commented on the following:*

Carscadden Stokes and McDonald has been selected to provide architectural planning, design & consulting services for the JDF Arena improvement project. The company will provide a time-lapse video of the renovation and educational stats from the heat recovery repair.

Staff were asked to prepare a press release to update the public and arena user groups.

**a) Grant Application for Skatepark Development**

*Geoff Welham, Manager of Recreation commented on the following:*

WSPR staff are preparing to apply for a grant to help fund the skatepark build. One of the requirements includes the grant seeker covering a percentage of the project costs. As of now, most municipal owners have approved the capital project in principal but have not yet provided funding. Estimated project costs have risen since the drawings were completed two years ago.

The board of directors noted that due to COVID-19, funding for this project cannot be committed to at this time.

The board of directors asked staff to determine the timeframe needed to obtain funding if the application for the grant goes forward in the meantime. Staff were also asked to provide a one-page report on the history of the project thus far.

**b) Asset Management**

*Grant Brown, Administrator commented on the following:*

Due to COVID-19, the asset management plan has been put on temporary hold until next year and will be added to the 2021 budget as a separate requisition.

**c) Strategic Planning Development 2021-2024**

*Grant Brown, Administrator commented on the following:*

David Hewko has been hired to assist with the development of the 2021-2025 strategic plan, which is included in this year's budget. Meeting with staff will commence next week and a meeting with the board is scheduled for two weeks after.

**d) EV Charging Stations**

*Grant Brown, Administrator commented on the following:*

The set of EV charging stations located in front of the library is maintained by the City of Colwood and they would like to hand the ownership and maintenance of these over to WSPR. The City of Colwood has committed to replacing one of the stations prior to transferring their ownership.

There was a board discussion surrounding the current usage and utility costs of the stations. Staff asked Ben Currie, Manager of Finance and Administration to provide a one-page report based on his recent experience with similar stations.

## FOR INFORMATION

### 9. a) Administrator's Report

*Grant Brown, Administrator commented on the following:*

#### **Administration/Human Resources**

We remain committed to following the Covid-19 safety guidelines put in place by local health authorities regarding our work spaces and areas used by the public.

The evaluation of the Recreation Management Software RFP submissions is ongoing and will wrap up shortly. Those vendors that were shortlisted took the evaluation team through three presentations that ranged from an overview to specific scripted scenarios.

The RFP for the JDF Arena project construction team closed August 6<sup>th</sup> and was awarded to Carscadden Stokes McDonald Architects Inc. Staff have begun contract discussion and initial project planning.

The RFP for the Child Care Centre project closed August 20<sup>th</sup> and staff are in the process of evaluating the submissions.

The competition for the Manager of Finance and Administration was carried out in July and many highly qualified submissions were received. We are excited to welcome Ben Currie to the West Shore team. Ben joins us from the District of Sechelt where he was the Manager of Financial Services.

Safety plans continue to be developed for each department as areas re-open to the public. As part of the provincial guidelines, these plans are posted and staff receive training prior to opening.

Work continues on our records management policy as we continue to move towards a greater use of electronic media as a means of file management.

Work has begun in all departments on the 2021 budget.

#### **Operations**

Maintenance staff continue to make alterations to the facilities as we open more areas and welcome public back into our spaces. This also includes staff making the rounds of the facilities and cleaning the high touch points more often.

Work continues on the replacement of the pool air handling unit which was a capital carry over from 2019. Repairs have been completed to the hot tub and main pool liner in preparation for the eventual re-opening of the pool. Work that would have taken place during the annual pool shutdown in December is being looked after while the pool remains closed.

Signage has been installed around the facility and at outdoor spaces, informing the public of our protocols and policies for re-opening.

## Programs

The golf course continues to have a very strong year with numbers comparing to the mid 2000s. July 2020 saw 5697 rounds played compared to 3368 rounds in July 2019. August is shaping up to be similar possibly breaking the 6000-round mark. We are averaging close to 200 rounds per day. The most rounds in one day was 255 on July 18<sup>th</sup>. The staff have really come together and are working great as a team. They are keeping fun stats, taking pride in how many rounds we do in a day, and tracking the days we sell the most merchandise. The largest liquor sales day was 62 units on Aug 5<sup>th</sup>. Since licencing the entire course, we have increased liquor sales in one month to what historically was sold in a season. To monitor the liquor consumption and player conduct, we have scheduled event security staff on random days.

Summer sport camps have been very busy. The program team has added additional camps where they could to meet demand staying within COVID guidelines. The Q Centre is up and running with day time ice being very busy with figure skating and hockey camps. The Grizzlies and Wolves have hosted successful camps over the past couple weeks. Entering phase 3 of the provincial Return to Sport plan will help all associations move forward. The sport program team will be working on how that will look in the coming week. The ISC is starting to book up heavily on the turf for fall with soccer taking the bulk of the time.

The "Parks Ambassador" program continued throughout the summer having staff monitor the lower park and various times throughout the week. Shifts decreased later in the summer as the need to monitor diminished.

The weight room usage remained strong throughout the summer, resulting in the addition of more time slots. The plans that staff put in place have been very successful, allowing use of the facility while keeping both staff and patrons safe.

Despite having to implement a whole new set of policies and procedures due to COVID-19, summer camps were once again a huge success. All camps remained on site this summer and children were able to enjoy all that the JDF site has to offer. Camps spent the majority of their days outside exploring the trails, fields, volleyball/basketball courts, playgrounds and natural areas, playing camp games and sports and partaking in craft activities.

Over 1600 children participated in 154 camps over the 10 weeks of summer. 22 different types of camps including General activity, Art, Technology, Sports and Nature camps were offered. Camps ran at 94% capacity. WSPR was able to provide one-on-one support to 10 children this summer.

The JDF Seniors Association Executive after much consideration have elected to keep the seniors centre closed until January 2021. WSPR staff helped the JDF Seniors Association Executive make this decision by providing them with COVID-19 info received from Work safe, BCRPA and Island health as well as help them navigate and understand the official announcements and how that impacts the day-to-day operations and its re-opening. The seniors recognize that they are an at-risk population and want to ensure that their members stay healthy and safe. Although the building itself has closed, WSPR and the JDF Seniors Association have worked together to enable the opportunity for the seniors to gather outdoors and continue with some courses and social activities that can be done while ensuring that physical distancing is maintained. Examples of this programming include lawn chair coffee groups, Thai Chi, line dancing, chair aerobics and horse shoes.

WSPR staff have also worked together to utilize the seniors centre for programming in a consistent and economical way to ensure few added maintenance costs. The large dance floor and classrooms have enabled programs to increase numbers yet remain within COVID-19 capacities. The seniors centre will accommodate dance classes, yoga, Zumba, photography, First aid, CPR, technology classes, home alone and babysitter courses, as well as rental bookings.

On Saturday, Aug 22<sup>nd</sup>, the Westshore Skate Park Coalition and WSPR held a COVID-friendly bottle drive in the WSPR parking lots as a fundraiser for the future Westshore Skatepark. Three 5-ton trucks were filled with bottles and cans dropped off by community members. The final total of the fundraising efforts will be available soon after the Bottle Depot sorts the bottles.

On Thursday August 27<sup>th</sup>, registration was held for the up-coming fall season. This season's guide, or brochure as we are calling it, was a little different than past versions. Given the state of programming during this pandemic, we have tried to remain flexible with regards to the addition of programming, the concerns around safety and the ability to add or change courses.

A conscious choice was made to move the brochure predominately online with some supporting documents at reception. This is to be mindful of the budget, the physical limitation of distribution and to ensure that we remain nimble as the community's needs evolve. We are offering a full compliment of programming for preschool and school-aged kids in line with the school district and within staffing limits. The weight room and fitness classes are the anchor for our programming as they have performed well over the summer and can be offered with safety protocols put in place. There is also a strong offering of arts programming for all ages.

Staff update their 2020 financial projections bi-monthly considering the current restrictions and forecasting what is expected for the remainder of the year.

Since our closure, the food & beverage department has prepared more than 500 frozen meals per week for various organizations working with the less fortunate. These groups include the Island Metis Society, Salvation Army, Living Edge Market, and Boys and Girls Club.

\*Verbal addition to the report included the confirmation that user groups must restrict their numbers to a maximum of 50. Staff have asked user groups to provide their plan to operate within those parameters.

**FOR INFORMATION ONLY**

**MOVED/SECONDED BY DIRECTORS WADE AND ANDERSON THAT THE REPORT BE RECEIVED AS PRESENTED.  
CARRIED**

**IN CAMERA**

10. N/A

**ADJOURNMENT**

11. **MOVED/SECONDED BY DIRECTORS PARKINSON AND KOWALEWICH THAT THE MEETING BE ADJOURNED AT 5:55PM.  
CARRIED**