

**Minutes of the West Shore Parks & Recreation Society
Board of Directors Meeting
Thursday, June 17th, 2021 via Microsoft Teams**

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

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, manager of human resources
Bobbi Neal, community recreation
Teresa Janisch, recorder

STAFF ABSENT: N/A

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The chair called the meeting to order at 6:36PM.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS PARKINSON AND ANDERSON THAT THE MINUTES OF THE REGULAR MEETING HELD MAY 13TH, 2021 BE APPROVED AS PRESENTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. N/A

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. a) Strategic Plan (additional information) – Inclusion and Diversity

Director Damian Kowalewich highlighted the following:

- Recently at WSPR, an occurrence involving patrons took place that caused us to reflect on our current and past practices surrounding Diversity, Equity and Inclusion (DEI).
- DEI is an important topic and board members should endeavour to include it in the Strategic Plan (2021-2025).
- After conversations and communication with CAO Brown, it was revealed that staff had engaged in an extensive amount of DEI work, however, there are opportunities for updating some.

- Damian discussed previous and ongoing DEI initiatives by WSPR:

Existing summary:

- Front line and supervisory staff received diversity training through Ambit Gender Diversity Consulting in May and December 2018.
- Inclusion Committee and staff policy established in 2018.
- Inclusion committee reports monthly at our department head meetings.
- Inclusion Support worker to work with care programs started in 2019.
- Our Community Development programmer sits on two regional inclusion committees.

- As for our website, an inclusion page has been in the works for quite some time but as we are re-building a new website, we decided to hold off on including content to the current site and include a more completed concept on the redesigned site.

- We have planned an inclusion section that will house information that includes the financial support we have available like LIFE and the Leisure Access Pass, as well as funding programs like KidSport and Jumpstart. It will also include information on accessibility within our facilities and the equity and diversity that we support.

It was decided that a workshop would occur in July with board members to discuss the current state of DEI within WSPR and come up with the next steps.

b) 2022 BC 55+ Games

Grant Brown, administrator highlighted the following:

- The 2022 55+ BC Games Society (Society) has approached WSPR staff requesting venues to host a variety of events for the 2022 55+ BC Games that will be coming to the Greater Victoria area during September 13th-17th, 2022. It will bring others to the community.
- There is a financial impact of \$11,000 with this request.

- The Society intends to approach each WSPRS member's council to request funding to cover the financial loss.

MOVED/SECONDED BY DIRECTORS PARKINSON AND KOWALEWICH THAT THE BOARD OF DIRECTORS' DIRECT STAFF TO CONTINUE TO ENGAGE THE 55+ BC GAMES SOCIETY IN LOCATING POTENTIAL VENUES ON WSPR PROPERTY FOR THE PURPOSE OF HOSTING THE 2022 55+ BC GAMES ON SEPTEMBER 13TH-17TH, 2022 BE APPROVED AS PRESENTED.

CARRIED

AND;

MOVED/SECONDED BY DIRECTORS PARKINSON AND KOWALEWICH THAT THE BOARD OF DIRECTORS SUPPORT THE 55+ BC GAMES SOCIETY'S REQUEST TO THE WSPRS MEMBERS TO FUND THE REVENUE LOSS DUE TO FACILITY CLOSURES THAT RESULT FROM HOSTING THE 2022 55+ BC GAMES ON SEPTEMBER 13TH-17TH, 2022 BE APPROVED AS PRESENTED.

CARRIED

c) Library capital approval

Grant Brown, administrator highlighted the following:

- WSPRS operates as the landlord of the JDF branch of the Greater Victoria Public Library (GVPL) and as such, maintains and repairs the major assets of the building.
- WSPRS holds the library capital works reserve funds where the monies sit but it wasn't in the budget. There are no budget implications for WSPRS.

MOVED/SECONDED BY DIRECTORS PARKINSON AND ANDERSON THAT PAINTING OF THE EXTERIOR OF THE JDF LIBRARY BRANCH, AND USE OF THE LIBRARY CAPITAL WORKS RESERVE TO FUND THE PROJECT, BE APPROVED AS PRESENTED.

CARRIED

BOBBI NEAL LEFT THE MEETING @ 6:58PM

FOR INFORMATION

9. a) JDF Arena Improvement Project

Wade Davies, manager of operations highlighted the following:

- There is a meeting scheduled with the architects, the general contractor and Cascadia.
- Floor is completely cured and exactly level.
- Maintenance staff have been painting everything in and around the arena so that it is ready when the seats and boards arrive.

b) JDF Childcare Centre Project

Geoff Welham, manager of recreation highlighted the following:

- There are a couple of small delays but we don't expect them to affect our permit. Our timelines are tight and we're still planning on an occupancy permit from Colwood in time for our summer camps to go in.

- Majority of the finishing's are done; there is still a little bit of millwork left to do.
- An RFP has now been completed to upgrade the elevator for accessibility.

c) Administrator's Report

Grant Brown, administrator highlighted the following:

Administration/Human Resources

The website upgrade project has started and staff are very pleased with the consultant's progress. The recreation software project continues to move forward as the building blocks of the system are configured. Both the JDF Arena and Childcare Centre projects are reaching completion and excitement is building for the return of these areas to operation.

The finance team has been working on operational priorities, filing, organization, and catching up on general ledger account reconciliations. The Asset Management Request for Proposal has been posted on BCBid and is open for submissions during the first part of June, with the selection of a consultant in the beginning of July. In addition, the process for revenue and expense tracking and budget forecasting process has been moved into teams for improved collaboration.

The finance team will continue to analyse and review the 2021 financials, provide support to the Intelli software migration and start planning and administrating the 2022 budget process.

Human Resources is still pushing ahead to streamline our orientation package which will then lead into our updated orientation program. Supervisor health and safety training was held and HR, along with the help of the H&S committee, will strategically assist departments in developing any missing pieces, or filling gaps in their processes.

The reintroduction of the WSPR core competency appraisal model took place with the goal of creating an easier, more streamlined process for employee reviews moving forward. Two wellness sessions were held for staff with presenter, Sara Wegwitz, from Tailor Making Health. The recordings have been made available for staff to review at their convenience. A further two sessions are scheduled in June and July.

WSPR has successfully been awarded a Youth Employment Experience grant from the Canadian Parks & Recreation Association (CPRA). These funds allow WSPR to employ youth in the parks & recreation field, providing career related experience with internal and external customer service and community and team building opportunities. A WSPR mentor will work with the youth and provide formal on the job training in areas of customer service, child protection, behaviour management and health and safety policy and procedures.

Operations

Maintenance

With the decommissioning of the curling rink, the dual-purpose chiller is no longer required, thus the curling side of the chiller was isolated into a smaller closed loop with its own small expansion tank. A new regulation from Technical Safety BC requires that the brine systems have dedicated relief valves, so these were added to both this new small loop and the JDF arena side as well.

The JDF arena entrance is receiving an update to accommodate the reopening of the arena. The walls were painted, ceiling refinished, asphalt pressure washed, and a new Zamboni bay door is on its way. The Centennial Centre roof has been scheduled for replacement in August and the windows above the JDF administration offices have been scheduled as well.

The JDF arena cooling tower supply line was replaced as it needed to be moved to accommodate renovations in the refrigeration plant room. The new line was insulated and wrapped with heat trace to prevent freezing. The JDF arena compressor cooling system was upgraded with a more reliable pump and some new piping. The JDF arena brine heat exchanger was due for replacement last year. The unit was purchased, however, was not installed completely until this month to help accommodate the plant room renovations. This heat exchanger is used to remove the ice at the end of each season.

Parks

The Par-3 greens have been verticut and are looking great. All tee boxes and fairways have been overseeded in two directions. Fields will be open early for limited use due to the light usage over the winter. The rugby poles on field 1 are going to be updated to make them removable, and fields 2-3 will see rugby poles installed.

Programs

Community Recreation

The CR team held an afterschool care staff meeting on MS Teams on May 17th which was well attended and received by 29 afterschool care staff. The focus of the team meeting was to review procedures, consistency between groups, licensing updates, scheduling communication and provide staff appreciation.

The children in the May Pro D Day camp were provided access to the pool for the first time since the provincial orders began and it was a great success! We are looking forward to taking the summer camps swimming once a week.

New signage has gone up at Centennial Centre that is visible from Goldstream Avenue. This includes a large building sign and a folding sign secured to a tree that promotes Centennial Centre as an arts and culture facility that includes programming such as pottery, arts, and dance. With the recent changes to the health order, adult pottery classes have resumed, and attendance has been great!

Community initiatives that staff have been actively a part of in May, included...

HARP – Health and Recreation Partnership Committee – senior management representatives planning the launch of the following intermunicipal programs:

NEAT Program – Neighbours Engaging in Activities Together – health promotion program aims to reduce social isolation among seniors. This program, offered in partnership with Island Health, is now being brought to the Westshore in partnership with M'akola Housing to be implemented in cycle 3 (summer/fall).

ACTS Program – Actively Connecting Together Safely – online seniors’ program that develops seniors’ competencies with their iPad and tablets, teaches internet safety, online recreation and wellness programs, social media, and games.

IACDI – Intermunicipal Advisory Committee on Disability Issues – parking presentation resulted in WSPR’s accessible parking upgrades that are now in alignment with accessibility standards. This occurred due to the changes in the upper parking lot at the front of the JDF recreation centre as we prepare for the instalment of the childcare centre playground.

Coming up in June, WSPR staff have partnered with the National Indigenous Peoples Day & Month Planning Committee to host the registrations for events occurring throughout the month. In addition to celebrating Pride month, the summer StoryWalk Wednesdays will kick off on June 30th with “Julian is a Mermaid” by Jessica Love.

Aquatics, Fitness and Weights

With the recent changes to the health order, all low intensity classes that were impacted by the circuit breaker will resume on Monday, May 31st as programmed.

Planning is well underway for summer swimming lessons and aquatic leadership programs. The safe return of aquatic leadership programs such as Bronze Cross and National Lifeguard have taken a great deal of planning to ensure participant safety. These programs require practice of person-to-person rescues and first aid techniques, and ample pool space to allow physical distancing. Registration for these programs opens in early June and we anticipate high demand after the lengthy suspension of the programs due to the pandemic.

For the first time, the aquatics department applied for, and was successful, in obtaining Canada Summer Jobs grant funding. This funding allows the addition of a “fun leader” to all family swims Monday-Sunday. The fun leader will operate the waterslide and rope swing features for the first time since the pool re-opened in January 2021. This funding will also allow WSPR summer camps to access a camp only swim time, which is a popular and sought-after part of the summer camp experience. An additional 4 staff will be recalled for summer work in the pool to facilitate the expansion of weekday swim times. Staff must recertify all required awards, perform a rescue-ready physical assessment, and attend a 5-hour Covid-19 health & safety orientation prior to returning to work.

Sports

The arena staff have continued to adjust to the ever-changing results of the COVID-19 restrictions. The latest of these being the Western Lacrosse Association cancelling their 2021 season. This led to the decision to keep the ice in at The Q Centre Arena, resulting in an ice maintenance savings of \$12,000 as well as the ability to offer spring ice rentals. With other lacrosse club seasons remaining uncertain, the WSPR outdoor lacrosse box can accommodate their needs and has connected minor lacrosse with other facilities if more is required. Once the JDF arena floor project is complete, WSPR will be able to meet dry floor rental needs for the summer.

Spring and summer sport registrations are going very well. Grand slam tennis and golf camp already has a 38-child waitlist. Tennis programs have started and registration is strong. This is a new program that was not previously offered.

4400 rounds were tallied on the golf course for the month of April – best on record. Numbers for May are looking to surpass previous records. Fun stat for the month – we sold 1,194 golf balls in April!!

The ISC continues to have regular rentals, such as volleyball, even as groups make the move to outside usage. Camps will make use of the space over the summer months at various times of the day seeking refuge from the sun. The outdoor volleyball courts have some consistent weekly bookings. The tennis and pickleball players are getting along for the time being. Staff are working on new signage with updated court rules and etiquette to ease tensions between these two groups.

The Sani Sport sanitization equipment that WSPR purchased with the COVID-19 restart funds arrived and will be in use shortly. This equipment is used in rooms across the NHL, WHL, Military, and NFL for gear and room sanitization. This is something that will be used to sanitize the indoor turf as well as the dressing rooms and program rooms. The gear cleaner will be used in various areas such as golf club rental equipment, skate shop rentals, and program equipment.

Food & Beverage

As mentioned previously, food services have been suspended for the remainder of 2021, with the staff being reassigned to other departments.

MOVED/SECONDED BY DIRECTORS PARKINSON AND WADE THAT THE REPORTS FOR 9.A), 9.B) AND 9.C) ARE RECEIVED AS PRESENTED.

CARRIED

IN CAMERA

10. ***MOVED/SECONDED BY DIRECTORS ANDERSON AND KOWALEWICH 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 section 1.(2)(b) negotiations between West Shore Parks & Recreation and a third party.

ADJOURNMENT

11. ***MOVED/SECONDED BY DIRECTORS PARKINSON AND ANDERSON THAT THE MEETING BE ADJOURNED AT 7:26PM.***

CARRIED