

# Parks and Recreation Advisory Commission Meeting

Date: Thursday November 21, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

*We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

**Attending:** Michael Lynch  
Mary Crowley  
Erik Eriksson  
Allan Douglas  
Susie Saunders (Ex Officio)

**Regrets:** Carolyn Janes  
Irish Churchill  
Bill Green  
Melanie McCollum (Council Representative)

## Minutes

### Adoption of Minutes

- September 5, 2024 meeting minutes adopted. Motioned by Erik Eriksson, seconded by Michael Lynch.

### Acceptance of Agenda

- Agenda accepted. Motioned by Michael Lynch, seconded by Erik Eriksson.

### New Business

#### **1) Summer Camp 2024 Review** (attached)

Overview presented by Susie Saunders -number of camps (largest offering in the valley), number of participants, number of participants on waitlist/unaccommodated, volunteers, highlights and challenges. See attached for more information. Discussion by attendees- more funding needed for leisure buddies & adapted programs; possible conversations with regional district and Comox re: offering more inclusion/supported camps and programs; request more funding from Ministry for 1-1 support with inclusion workers.

#### **2) Courtenay & District Memorial Outdoor Pool 2024 Season Review** (attached)

Overview presented by Susie Saunders- number of returning staff and acknowledge the years of leadership by Aquatic Supervisor, Sydney Kuhnert (9 years); Swim admissions were free to mark 75 year anniversary & notable increase in swim admissions- length, adapted, aquafit, family & open and 200 more registrations for swim lessons.

Motion-The PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024. Motion by Allan Douglas, seconded by Erik Eriksson. Motion carried.

### **Old Business**

- 1) Community and Social Development Framework** (Joanne Bays, City)  
Susie Saunders will follow-up with Joanne and invite her to share with us an update when she is ready to.
- 2) Recreation Code of Conduct** (Susie Saunders, City)  
Susie advised this is continuing and is in progress.
- 3) PRAC Terms of Reference** (Susie Saunders, City)  
Susie advised this is continuing and is in progress.

### **Addition to Agenda**

#### **Meeting Dates for 2025**

PRAC meetings are scheduled for 6:30 pm on the following Thursdays in 2025:

- Feb 6, 2025
- April 3, 2025
- June 5, 2025
- Oct 2, 2025
- Dec 4, 2025

Meeting adjourned at 7:35pm

## Summer Camps 2024 - Overview

### Camps

- 18 Early Years camps (ages 5 & under)
- 67 Children ages camps (ages K – 11)
- 14 Youth camps (including 4 weeks of Teen Odyssey) (12 – 16 years)
- 10 contracted camps (Taekwondo, Kayak & Circus Arts)
- 104 different participants accessed KidsPlay before or after camp care

### Participants

#### Registered:

- 193 Early Years participants
- 1282 Children participants
- 253 Youth participants (includes Teen Odyssey participants)
- 57 Inclusion participants
- 1723 participants total

#### Waitlisted/unaccommodated:

- 195 On waitlists and unable to be accommodated into camps
- 13 Leisure Buddy requests unable to accommodate (would have been 23 – if we had not scheduled floating staff)
- 5 Inclusion requests unable to accommodate

### Volunteers

- 35 volunteers
- 1732 hours of volunteer time in camp programs

### Highlights

- First combined rec guide (spring and summer) with separate registration date for summer camps only. Camps filled up immediately
- Largest offering of camps in the valley
- Largest staffing compliment we have seen
- Courtenay Recreation provided a diverse collection of summer programs that were very well received by the public. There were no cancellations in the Early Years camps, only one cancellation of a child camp due to low registration and one cancellation of youth camps due to lack of staffing.
- Special activities were very well received by participants and staff (ex. Barn yard animal visit, talent show, nickel carnival, and bouncy houses/dunk tank)
- Youth programs included two engaged cohorts for the Fire Fighter Basic Training Camp that is run in partnership with the Courtenay Fire Department.
- Participants had lots of fun and we received lots of positive feedback from caregivers.

- Caregivers of participants in the volunteer program noticed a positive increase in confidence, initiative and social engagement in their youth who volunteered.
- We had a great staff team this summer (under a new staffing structure AL, AL2 and AL3), they worked well together and went above and beyond to ensure participants had great camp experiences. It was exciting to have younger staff gain confidence in their leadership skills and take on bigger responsibilities as the summer progressed.

### Challenges

- We were not able to meet the demands for programming from the community. We had long waitlists and we were able to accommodate many participants on waitlists but at the end of the summer there were still 192 participants we were unable to accommodate.
- Lack of indoor/shade options when offering camps during weeks of extreme heat was a logistical challenge. For the upcoming summer we need to explore other location possibilities that provide proper shade or cool spaces around the City of Courtenay.
- Each week there were several participants who would have benefited from inclusion support but registered without communicating with Adapted Program Supervisor.
- Seeing an increased demand for Leisure Buddy program, and change in behavioral/social patterns of children.
- There were challenges in the staff understanding behaviour management vs. the need for inclusion support. We are in the process of exploring different training opportunities for staff to give them more tools to use for behaviour management.
- Being the only Municipality offering Inclusion support/programs in the Valley we were not able to accommodate all the needs in addition to the behavioral increases in camps, or there is risk that too many children requiring support are in any given camp.
- Staff rotating through Early Years camps created some challenges. Having the same staff for the entire summer would create more consistency for the parents and kiddos.



# City of Courtenay

## Courtenay & District Memorial Pool 2024 Season Highlights



### AQUATIC TEAM

Fortunate to have an experienced team with 13 of our 18 staff returning from previous years.

- Aquatic Supervisor, Sydney Kuhnert (“retiring” after 9 years)
- Team Leaders (3 FT & 2 Relief)
- Lifeguard/Instructors (14 PT & Casual)

Wages	2024	2023	Change
Aquatic Supervisor	\$32.00	\$26.00	↑ 23%
Team Leader	\$26.00	\$22.00	↑ 18%
Lifeguard/Instructor	\$24.00	\$19.25	↑ 25%

Wage increase result of Living Wage & comparables  
5475 Aquatic Staff hours = \$174,541 in wages/benefits

### SWIM ADMISSIONS

SWIM	2024	2023	Change
Length	1,476	1,168	↑ 26%
Adapted	506	308	↑ 64%
Aquafit	619	437	↑ 42%
Family	392	134	↑ 193%
Open	12,293	8,058	↑ 53%
<b>TOTAL</b>	<b>15,286</b>	<b>10,105</b>	<b>51%</b>

### SCHOOL BOOKINGS

# of sessions	2024	2023	2022
	41	32	31

In 2024, we had 16 different schools & 1,566 students participate!

### SWIM FOR LIFE – LIFESAVING SOCIETY SWIM LESSONS

**300+**  
Group & private lessons

**858**  
Total registrations

**↑10%**  
Compared to 2023

**80%**  
of full capacity

**\$53K**  
lesson revenue