

MINUTES OF THE REGULAR MEETING OF THE  
THE PENINSULA RECREATION COMMISSION HELD FEBRUARY 3, 2011 AT  
7:00 PM BOARDROOM, PANORAMA RECREATION CENTRE

**ATTENDANCE:** Commissioners: Alice Finall, Roy Laschuk, Larry Cross, Jack Mar, Ruby  
Commandeur, Roy Laschuk, Carl Jensen, Kenny Podmore (alternate for  
Marilyn Loveless)

Administrator	Ian Hennigar
Manager of Program Services	Kerry Broome
Manager of Facilities and Operations	Ron Rieberger
Administrative Secretary	Bev Crooks

**CALL TO ORDER**

The Senior Manager called the Meeting to order at 7:00 pm and welcomed  
Gay Helmsing, Sidney resident representative appointed to the Peninsula  
Recreation Commission and Kenny Podmore, alternate for Marilyn  
Loveless.

**ELECTION OF CHAIR (2 YEAR TERM)**

11.02.01

**Motion**

The Senior Manager called for the nominations for the position of Chair  
for a two year period ending December 31, 2013.

Commissioners Cross nominated Commissioner Jensen who accepted the  
nomination.

Commissioners Cross and Commandeur that nominations close.

CARRIED

The Senior Manager declared Commissioner Jensen elected Chair by  
acclamation.

CARRIED

**ELECTION OF VICE-CHAIR (1 YEAR TERM)**

The Chair called for the nomination of Vice-Chair for a one year term  
ending December 31, 2011.

Commissioner Mar nominated Commissioner Loveless who accepted the  
nomination as Vice-Chair

Commissioner Finall nominated Commissioner Commandeur who  
accepted the nomination as Vice-Chair.

Commissioner Finall spoke to the nomination of Commissioner Commandeur and indicated that it would be good optics for the position of Vice-Chair to be circulated amongst the three municipalities and gave her reasons of nominating Commissioner Commandeur.

Commissioner Laschuk asked that the Commission vote by secret ballot and have the Senior Manager and the Manager of Program Services to act as the scrutineers.

The scrutineers left the room and returned to indicate that there were 8 ballots cast and the majority of votes were cast in favor of Commissioner Loveless for the position of Vice-Chair.

11.02.02

**Motion**

Commissioner Cross and Finall that the nominations close and the ballots be destroyed.

CARRIED

The Chair declared Commissioner Loveless Vice-Chair by majority.

**ADOPTION OF AGENDA**

11.02.03

**Motion**

Commissioners Mar and Laschuk that the Agenda be adopted with the amendments under Business Arising: February 15, 2011 Hearts of Community Awards, In –Camera meeting regarding a staffing issue and under New Business the Royal Wedding in April 2011.

CARRIED

**ADOPTION OF MINUTES**

11.02.04

**Motion**

Commissioners Laschuk and Commandeur that the Minutes of December 18, 2010 Regular meeting be adopted as circulated.

CARRIED

## **BUSINESS ARISING**

### **1. Revised Peninsula Recreation Commission 2011 Meeting Dates**

11.02.05

#### **Motion**

Commissioners Cross and Finall to receive the revised Peninsula Recreation Committee 2011 Meeting Dates.

CARRIED

Commissioner Finall asked if any of the Commission want to attend the Symposium in May to be held in Richmond to let the Senior Manager know as soon as possible so the rooms can be booked.

### **2. Saanich School Trustee Representative letter Motion**

11.02.06

#### **Motion**

Commissioners Commandeur and Laschuk to receive the Saanich School Trustee Representative letter.

CARRIED

### **3. Town of Sidney 2011 Appointments**

11.02.07

#### **Motion**

Commissioners Cross and Mar to receive the Town of Sidney 2011 Appointments.

CARRIED

### **4. Wallace family thank you letter re a donation**

11.02.08

#### **Motion**

Commissioners Commandeur and Finall to receive the Wallace family thank you letter.

CARRIED

### **5. Ritinja family thank you letter re a donation**

11.02.09

#### **Motion**

Commissioners Finall and Cross to receive the Ritinja family thank you letter.

CARRIED

**6. Glen Meadows Mixed Bonspiel thank you letter re a donation.**

11.02.10

**Motion**

Commissioners Cross and Finall to receive the Glen Meadows Mixed Bonspiel thank you letter.

CARRIED

**7. Saint Mary's Church thank you letter re donation**

11.02.11

**Motion**

Commissioners Mar and Commandeur to receive the Saint Mary's Church thank you letter.

CARRIED

**8. Government of Canada thank you letter re donation.**

11.02.12

**Motion**

Commissioners Cross and Laschuk to receive the Government of Canada thank you letter.

CARRIED

Alternate Commissioner Podmore read in the Times Columnist that Mark McCavour (who wrote the thank you letter from the Government of Canada) won an award for all of his work for the United Way Campaign

11.02.13

**Motion**

Commissioners Podmore and Laschuk that the Commission send Mark McCavour a thank you letter congratulating him on a job well done. Commissioner Podmore will find out more details and let the Senior Manager know.

CARRIED

**9. Visions, Victoria Hospital Foundation thank you letter re a donation.**

11.02.14

**Motion**

Commissioners Commandeur and Finall to receive the Visions, Victoria Hospital Foundation thank you letter.

CARRIED

Commissioner Commandeur asked the Senior Manager how the staff determine the donation request eligibility.

The Senior Manager indicated that Bev Crooks, the Administrative Secretary handles the donation requests for the not for profit entities. Passes and water bottles are donated as well as brochures for marketing. One of our biggest donations is for the Hearts of Community Awards and each year we provide six annual passes to the winners. Bev tracks all of the donations and net values and could provide the list to the Commission if they are interested. Commissioner Commandeur would be very interested in seeing the list and thinks it is worthwhile for the public to understand the additional role that Panorama plays in the community.

## **CORRESPONDENCE**

### **REPORTS**

#### **Facilities – January Report**

The Manager of Facilities and Operations pointed out the labour cost savings on the auto scrubber and is getting good feedback on its' use. The average lifespan of the equipment will last at least 10 years and there is good servicing and parts available for this equipment.

Commissioner Commandeur appreciates the format of the report and the amount of information and content and finds the pictures very help to educate the Commission and complimented the Manager on producing a great report. Chair Carl Jensen appreciates the cost benefit analysis and that information helps the Commission going forward as to what the needs are.

The Senior Manager said that the new ice measuring device is a critical piece of equipment for us to be able to measure the thickness of the ice and the information gathered can be stored and logged as well. The Manager said the device can carry up to 60 measuring points and takes about 20 to 30 minutes to measure the ice in the arena.

The Manager of Maintenance and Operations has recently completed the electrical inspections and in three years there has only been one small circuit breaker that was replaced.

Ron indicated ongoing concerns regarding the pool elevator and will continue to follow-up and report back to the Commission.

11.02.15

#### **Motion**

Commissioners Finall and Laschuk to receive the Facilities January Report.

**CARRIED**

### 3. FINANCE REPORT

#### **December 31, 2010 Financial Statements**

The Senior Manager presented the December 31 financial statement. Utility costs have increased due to natural gas consumption for heating the pool as well as a one off cost to repair the hydro lines. Estimates for the 2011 budget will be more accurate. The Senior Manager was asked why there is an increase in licenses and fees due and will report back at the next Commission meeting. Supplies have gone up due to chemical requirements and the Manager of Maintenance and Operations has done a superb job in trying to figure out the best way to apply the chemicals and reduce the costs and still meet the safety requirements.

Commissioner Podmore asked how the First Night event went and the Senior Manager indicated that the report is being finalized but the preliminary numbers show that it was a great event with just under 600 people attending. The Manager of Program Services will provide a more detailed report at the February 24, 2011 meeting. Commissioner Podmore congratulated the Manager of Program Services for organizing the event. Commissioner Helmsing was also recognized for both her and her husband's efforts who started the New year's event.

Travel and vehicle costs were much lower and the Manager of Facility and Operations reported that staff are finding more ways to be more efficient with the fleet vehicles. The fleet consists of 6 licensed vehicles; two vans, one pickup truck, two resurfacers and one gator.

11.02.16

#### **Motion**

Commissioners Laschuk and Cross to receive the December, 2010 Financial Statement

CARRIED

The Senior Manager to clarify net operation amounts whether it gets transferred into capital reserve and will provide an update at the next Commission meeting.

### **NEW BUSINESS**

#### **1. Request for Proposal – Facility Advertising**

11.02.17

#### **Motion**

Commissioners Cross and Commandeur that the Commission authorize staff to proceed with the Request for Proposal (RFP)– Facility Advertising to maximize the net revenue that can be obtained through the sale of advertising signage within Panorama.

CARRIED

The Senior Manager spoke about the lack of resources and time to address the advertising and is looking for someone who can maximize on the net revenue focusing on the sale of advertising signage within the Panorama facility. There are opportunities to provide more value to our current pass holders. The Senior Manager thanked the Manager of Program Services and the Marketing Coordinator who put the RFP together.

Commissioner Laschuk asked how the RFP will be circulated. The Senior Manager indicated that the RFP would be circulated on our website as well as a notice will be put in the Peninsula News Review. The RFP will go out in the next 10 days. Commissioner Cross suggested that the Senior Manager also contact the Saanich Peninsula Chamber and the Victoria Chamber of Commerce. Commissioner Jensen also suggested looking into the Provincial Government BC Bid system.

## **2. Hearts of Community**

The Hearts of Community event takes place on February 15, 2011 @ 11:00 pm at the Charlie White Theatre at the Mary Winspear Centre. There are several awards as well as a luncheon and the Senior Manager would like to encourage as many of the Commission members to attend as possible. Commissioners Finall and Cross indicated that they will be attending. Commissioner Mar will send a delegate on his behalf. Commission members are to let Ian know as soon as possible.

## **3. Royal Wedding – April 29, 2011**

Commissioner Podmore indicated that the Town of Sidney are planning some celebrations in Sidney on Friday, April 29<sup>th</sup> and Mayor Larry Cross proclaimed the week of April 21 to April 29 Royal Wedding Week in Sidney. A medial release will be going out soon. Commissioner Podmore asked the Senior Manager about getting involved in the event. The Seaside times has two pages to advertise the event (free of charge) and Commissioner Podmore is looking for information to fill the pages. The article deadline is March 10, 2011. The Manager of Program Services will discuss themes and ideas with the Program Coordinators and let Commissioner Podmore no before the March 10 deadline.

## **IN-CAMERA**

11.02.18

### **Motion**

Commissioners Finall and Commandeur to move In-Camera in Accordance with the Community Charter, Part 4, Division 3, section 90(1) (c ) labour relations or other employee relations.

**CARRIED**

## **RISE AND REPORT**

The Commission will rise without reporting.

Regular Commission meeting resumed at 8:10 pm.

## **NEXT MEETING**

Thursday, February 24, 2011

## **ADJOURNMENT**

10.12.19

### **Motion**

Commissioners Cross and Commandeur moved to adjourn the meeting.  
Meeting adjourned at 8:10 pm.

CARRIED

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Chair