

MINUTES OF THE REGULAR MEETING OF THE  
THE PENINSULA RECREATION COMMISSION HELD MARCH 24, 2011 AT  
7:00 PM BOARDROOM, PANORAMA RECREATION CENTRE

**ATTENDANCE:** Carl Jensen Chair  
Commissioners: Alice Finall, Roy Laschuk, Larry Cross, Jack Mar, Ruby  
Commandeur, Gay Helmsing, Marilyn Loveless

Administrator	Ian Hennigar
Manager of Facilities and Operations	Ron Rieberger
Manager of Finance and Admin	Heather Johns
Administrative Secretary	Bev Crooks

**GUESTS:**

**CALL TO ORDER**

The Chair called the Meeting to order at 7:00 pm.

**ADOPTION OF AGENDA**

11.03.01           **Motion**  
Commissioners Loveless and Laschuk that the amended agenda be approved with the addition under Correspondence of Item 5 Lifesaving Society Letter Grant for the Swim to Survive program and Item 6 letter from the Town of Sidney regarding the PRC/MPS Task Force report.

CARRIED

**ADOPTION OF MINUTES**

11.03.02           **Motion**  
Commissioners Cross and Laschuk that the Minutes of February 24, 2011 Regular meeting be adopted as circulated.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**1. PRC/MPS TASK FORCE REPORT – Council feedback verbal report.**

The Senior Manager attended the Town of Sidney Council meeting on March 14 and presented the Peninsula Recreation Commission/Memorial Park Society Lease operating task force report. Sidney Council resolved to support the Peninsula Recreation Commission and Memorial Park Society to pursue the final stages of creating a lease operating agreement

for the assets of the Memorial Park Society. The Senior Manager will email the letter to the Commission.

The Senior Manager attended the Central Saanich Council meeting on March 21, 2011 who passed a motion to refer the PRC/MPS Task Force report to staff to review and confirm the numbers presented in the report and bring back to the Central Saanich Council meeting on April 4, 2011.

The Senior Manager attended the North Saanich Council meeting on March 21, 2011 and a motion was passed to receive the PRC/MPS Task Force Report. A motion was passed to pass along questions from North Saanich Council regarding the PRC/MPS Task Force Report to the Peninsula Recreation Commission requesting a response in writing. The financial numbers will also be reviewed by the North Saanich financial department. A motion was also passed by the North Saanich Council to consider increasing their financial commitment by an additional \$30,000 for the Mary Winspear Centre during the budget deliberations for 2011.

## **2. Pickle Ball Memo**

11.03.03

### **Motion**

Commissioner Commandeur and Mar that the Commission receives the report and that there is no further action for staff on this matter.

CARRIED

## **CORRESPONDENCE**

1. Patron comment re Valerie Osland letter – Aquatics

11.03.04

### **Motion**

Commissioners Finall and Laschuk to receive the letter from Valerie Osland

CARRIED

11.03.05

### **Motion**

Commissioners Finall and Loveless to receive the letter - re the Estate of Anne Doreen Wells.

CARRIED

11.03.06

### **Motion**

Commissioners Commandeur and Laschuk to receive the thank you letter from ADRA Victoria SDA Church.

CARRIED

11.03.07

**Motion**

Commissioners Finall and Loveless to receive the memo from Jennifer complimenting staff.

CARRIED

Commissioner Cross requested that the memo be shared with staff.

11.03.08

**Motion**

Commissioners Finall and Laschuk to receive the Lifesaving Society letter.

CARRIED

The Senior Manager indicated that the Aquatic Coordinator applied for and received a grant for \$6,220.00 that will be used to provide lifesaving skills to prevent drowning and water-related injuries. The lessons will be provided to every grade 3 student in School District #63. The lessons will begin the first week in April and finish the middle of June. The Senior Manager will provide a follow-up report to the Commission when the program is over.

11.03.09

**Motion**

Commissioners Cross and Loveless to receive the Town of Sidney Letter.

CARRIED

**REPORTS**

**1. FACILITIES**

The Manager of Facilities and Operations met with an engineer from Hirschfield Williams Timmins Ltd of Victoria to discuss location options for the air handling system for the pool elevator. The overall cost would be an additional \$8,000 of extra work.

Commissioner Finall asked a number of questions for the Manager to report back to the Commission. The first question was whether installing the air handling system would address the permanent issue and in addition is there anything that says it is guaranteed? The second question regarding the report from Hirschfield Williams Timmins Ltd. of Victoria was whether the existing work was done under warranty. The Manager confirmed that it was done under the service agreement. The door opening control board processor mounted on top of the elevator cab has been replaced six times. Commissioner Finall would like to know whether this will re-occur. The Manager indicated that the elevator company has tried to resolve the problem by coating the back of the circuit boards that are exposed to air. The situation has been good for two months but recently the elevator experienced problems again. Commissioner Finall

asked why the elevator had never been ventilated from the beginning? The Manager reported that there are no requirements to vent the elevators. They are only ventilated around the doors. Commissioner Finall asked when the elevator was closed to the public as mentioned in the report. The Manager confirmed that the elevator is not closed. Commissioner Finall asked how much heat will be required and what will it cost for the heat to pressurize the elevator to match the temperature in the pool area? Commissioner Finall asked one final question regarding the use of the elevator around whether the staff has any numbers on how often the elevator is used for disabled patrons. The Manager will work with the Aquatic Coordinator and will provide a response at the next Commission meeting. Commissioner Commandeur would like to know how frequently the elevator is being used and whether it will be sustainable to spend \$40,000 for an air handling system. Commissioner Laschuk wondered whether there are any other options to explore for the disabled to access the waterslide. The elevator is the only option at this time without incurring significant construction costs.

11.03.10

**Motion**

Commissioners Finall and Laschuk to receive the March Maintenance Report and refer back to staff to provide more information back to the Commission.

CARRIED

**2. FINANCE – February 28, 2011 Financials**

The Manager of Finance and Admin thanked the Commission for their support of a reception team lead position and the candidate has been confirmed and will start work on May 17<sup>th</sup>. The Manager will be away for the April meeting and will provide the March Financial statements. The April financial statements will be prepared and may be ready to present at the May Commission meeting.

11.03.11

**Motion**

Commissioners Laschuk and Commandeur to receive the February 28, 2011 Financials.

CARRIED

**NEW BUSINESS**

**1. Employee Recognition Program**

11.03.12

**Motion**

Commissioners Loveless and Laschuk that the Commission proceed with the adoption of the attached Employee Recognition Program for implementation in early 2012.

CARRIED

Commissioner Finall noted a typo on page 28 of the Commission report, the word moral should be morale. Commissioner Loveless said that these investments are worth their weight in gold and good retention of staff is key.

## **2. Strategic Plan Prioritization for 2011-2012**

11.03.13

### **Motion**

Commissioners Finall and Cross that the Commission receives, reviews and confirms the priorities of the 11 issues for management to focus on during 2011-12 period using the Services Benefit Matrix (see Appendix B) from the Strategic Plan (table 9 of the plan page 36) and that the Commission request staff to provide background information concerning the 11 issues for consideration, discussion and final approval by the Commission including the preparation of the Services Benefit Matrix and financial implications for the next Commission meeting in April.

CARRIED

## **NEXT MEETING**

Thursday, April 28, 2011 @ 7:00 pm

## **ADJOURNMENT**

11.03.14

### **Motion**

Commissioners Laschuk and Loveless to adjourn the meeting. Meeting adjourned at 7:40 pm.

CARRIED

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Chair