

MINUTES OF THE REGULAR MEETING OF THE  
THE PENINSULA RECREATION COMMISSION HELD APRIL 28, 2011 AT  
7:00 PM BOARDROOM, PANORAMA RECREATION CENTRE

**ATTENDANCE:** Carl Jensen Chair  
Commissioners: Alice Finall, Roy Laschuk, Jack Mar, Dustan Browne  
Alternate for Ruby Commandeur, Gay Helmsing, Marilyn Loveless

Administrator Ian Hennigar  
Manager of Facilities and Operations Ron Rieberger  
Administrative Secretary Bev Crooks

**GUESTS:**

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

11.04.01 **Motion**  
Commissioners Loveless and Mar that the agenda be approved with the addition under Correspondence of the District of North Saanich Letter dated April 26, 2011 regarding the PRC-MPS Lease Operating Proposal.

CARRIED

**ADOPTION OF MINUTES**

11.04.02 **Motion**  
Commissioners Finall and Laschuk that the Minutes of March 24, 2011 Regular meeting be adopted as circulated.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**1. PRC/MPS TASK FORCE DRAFT TERMS OF REFERENCE –  
Review, Discussion and adoption of July 2010 report.**

The Senior Manager spoke about the task force process that began in May of 2010 leading up to the Draft Terms of Reference. Cliff McNeil-Smith and Tim Chad and Michael Shoemaker are no longer on the Task Force Committee.

**Committee Goals:**

Commissioner Finall suggested under the Committee Goals that we add a fourth goal (d) to identify the financial benefits to reach such an agreement.

**Committee Deliverables:**

Commissioner Finall said that some of the committee deliverables have been addressed and suggests adding a thirteenth one to clarify what the actual intentions of the lease are and the operating agreement as well as the staff transfer.

**Committee Deliverable #4** –Propose a process to finalize/approve the pricing structure of rental space (MWC) and fields (BHP) for not for profit groups and corporate/government clients. *Commissioner Finall said this item does not affect the Peninsula Recreation Commission and should be removed.*

**Committee Deliverables #6, #7, and #8** – *Commissioner Finall said that there is no mention of the MPS Trust and these three items are part of the MPS Trust and there should be some specifics as to whether to continue the MPS Trust. What is the means by which we deal with the MPS Trust and how will it affect any arrangements made between the two parties? This could seriously affect any arrangements in the future.*

**Committee Resources and Budget**

#1 - The Committee Resources has access to the PRC Senior Manager for staff resources. If the requested resources are going to be extensive the PRC must approve the request.

*Commissioner Finall commented that there are no provisions for resources if the requests are extensive and indicated that most likely the work would be done by the Senior Manager.*

**Committee Governance**

#8 – All committee meetings are open to the public.

*Commissioner Finall said there are no provisions currently to notify the public that all committee meetings are open to the public and asked whether there were any provisions to make the meetings open to the public?*

The Senior Manager will add the previous Peninsula Recreation Commission and Memorial Park Society Joint Task Force Committee minutes to the May Peninsula Recreation Commission Meeting.

*Commissioner Finall pointed out that under Item #5 that the Minutes of all the task force meetings are to be forwarded to the PRC and MPS Board within 7 days of the meeting.*

#7 – Administrative support will be provided by the Administration Office of the PRC. *Commissioner Finall said that this is a repetition of Item #1 under Committee Resources and Budget.*

## **NEW BUSINESS**

### **Appointment to fill two vacant positions on the PRC/MPS Task Force**

11.04.03

#### **Motion**

Commissioners Laschuk and Helmsing to appoint Commissioner Jensen to the PRC/MPS Task Force Committee and Commissioner Loveless to speak to Commissioner Cross to appoint a representative from the Town of Sidney to fill the vacant position.

CARRIED

## **BUSINESS ARISING FROM THE MINUTES Cont'd**

### **2. PRC/MPS Task Force Report – Questions from North Saanich Council to Commission for response.**

The Senior Manager received a letter dated April 26, 2011 from the District of North Saanich today under the Correspondence section of the Agenda. The Senior Manager requested more time to respond to the questions.

11.04.04

#### **Motion**

Commissioners Loveless and Laschuk to receive the letter dated April 26, 2011 from the District of North Saanich re questions regarding the PRC-MPS Lease operating Proposal and refer the questions to staff to respond at the next Commission meeting.

CARRIED

The Senior Manager will respond to the questions to the District of North Saanich and will copy the response to the Peninsula Recreation Commission Board.

### **3. March 24, 2011 Maintenance Report – Request for funding approval for Elevator shaft air handling system**

The Manager of Facilities and Operations responded to the questions identified by the Commission at the March meeting in his April Maintenance Report. In response to the number of users accessing the elevator there currently are 47 waivers on file for double riding by special needs users. The weekly use is attributable to the level of accessibility that this facility offers. Estimates from the pool staff put the number of special needs users of the elevator at 12+ per week. In response to the question of probability of success the Manager indicated that there is no guarantee as to the probability of success.

Commissioner Finall was concerned about approving these costs when there is no guarantee of success. There is no warranty on the air handling unit. There has been reference to several failures to the elevator door opening and the cost to heat the shaft. The estimates of \$45,000 to \$50,000 seem high based on the low weekly usage of the elevator in the pool area. Commissioner Finall has serious reservations.

Commissioner Helmsing also has reservations regarding the cost to fund this for the small number of users who are currently accessing the elevator. Commissioner Helmsing wondered why the numbers are so low and whether there are other groups and organizations that work with the disabled community who could use the waterslide as well as programming opportunities. Commissioner Helmsing cannot support the motion to support the request for the elevator funding with the current usage that exists and noted that the current usage may have already been maximized. The Senior Manager will ask the aquatic staff for creative ideas on increasing the usage and to provide a report to the Commission at the May meeting.

The Manager of Facilities and Operations noted that if the costs are not approved then the next step would be to build pressurized vestibules at the main floor and waterslide landings to physically separate the elevator from the pool hall. The pressurization system described in the report would still be needed. The Manager was directed to provide a cost for the vestibules and will report back to the May Commission meeting.

Commissioner Browne asked whether the two options were linked together. The Manager of Facilities and Operations said that the worst part right now is how the elevator looks and to just do the cab work estimated costs would be between \$12,000 and \$18,000. Commissioner Browne recommended that the Manager proceed with the first option to get the work done.

11.04.05

**Motion**

Commissioner Browne move for Option #2 for Solution for Problem 1 from the March Maintenance Report that involves using less plastic laminate and electrostatically painting all surfaces at a cost of \$10,842.00 .

**Motion defeated.**

11.04.06

**Motion**

Commissioner Mar to replace the walls of the elevator with thick plexi-glass.

**Motion defeated.**

11.04.07

**Motion**

Commissioners Finall and Mar to defer the two solutions for problem 1 and 2 presented in the Maintenance March 24, 2011 report pending further information from the Senior Manager on the usage of the elevator and ongoing maintenance expenses and other potential issues.

**CARRIED**

The Senior Manager will track the existing usage of the elevator over the next four weeks and will provide a report back to the Commission at the May meeting. The Senior Manager will also direct staff to look into the opportunity of other user groups who could access the water slide. The Manager of Facilities and Operations will include the cost of the vestibules.

Commissioner Helmsing would like the staff to look into finding more user groups who could access the elevator. Commissioner Helmsing said the other consideration for the Commission is whether to continue to use the elevator with the existing panels deteriorating and looking to renegotiate getting this work done. What is in the best interest of the Commission from an economic decision to have the work done now under the terms of the agreement with the elevator company. Ian said that the circuit boards control the elevator movement. The circuit boards deteriorate and need to be replaced. When the circuit boards stop functioning the elevator does not work and the elevator company gets a call to have the boards replaced. That is under the service agreement. Ron also indicated that there is a 70 ft. metal strip up the elevator shaft that has build-up and has to be cleaned. Any exposed metal components are susceptible to corrosion and are under the maintenance agreement of \$4,000/year.

**4. Strategic Plan Priorities for 2011-12 Follow-up**

That the commission review, discuss and confirm the priorities of the 11 issues for management to focus on during 2011-12 period during the April Commission meeting.

The Senior Manager reported that all costs have been identified in this follow-up report. There still needs to be clarification of what the level of expectation is around the exterior landscaping. In the strategic plan it was suggested to improve the landscaping. The link building has been identified in the Services Benefit Matrix under Appendix B. Commissioner Finall pointed out that the link building was rejected by the Peninsula Recreation in 2009. Commissioner Mar pointed out that it was turned down until the debt is reduced.

BUSINESS ARISING FROM THE MINUTES

**Strategic Plan Priorities to be completed for the 2011-12 period**

11.04.08

**Motion**

**Weight Room Expansion Priority #1:**

Commissioner Finall and Loveless that the Weight Room Expansion be priority #1 pending a report on costs and allotted time for the project that will be reported back to the Commission for final decision.

CARRIED

**Establishment of a Satellite Community Centre in Central Saanich, Priority #2**

11.04.09

**Motion**

Commissioner Loveless and Helmsing confirm that the Establishment of a Satellite Community Centre as Priority #2.

**Provision of Food and Beverage**

Commissioner Mar said this is a temporary fix and is leased out to rental groups to run. Commissioner Finall said that during the strategic plan that food and beverages was ranked through the surveys. Commissioner Finall pointed out that providing food and beverage concessions do not make any money and have not brought in any additional usage. It is also difficult to make healthier food choices. The commission agreed that this item does not require any work by staff.

11.04.10

**Motion**

**Full Time Staff Presence at Greenglade Community Centre, Priority #3**

Commissioners Loveless and Finall to direct staff to carry out a business plan for a full time staff presence at Greenglade Community Centre and report back to the Commission.

CARRIED

11.04.11

**Motion**

**Commission Orientation and Workshop and Branding of Peninsula Recreation Facilities and Services, Priority #4**

Commissioners Loveless and Finall to combine these two priorities. The Policy Review Committee will provide a revised orientation policy at the September Commission meeting and will also consider looking at the branding options for the Peninsula Recreation Facilities and Services.

CARRIED

- 11.04.12            **Motion**  
**Merge the Peninsula Recreation Commission and the Memorial Park Society Operations, Priority #5**  
Commissioners Loveless and Helmsing to continue to investigate the Merge of the Peninsula Recreation Commission and the Memorial Park Society Operations.

Commissioner Finall Opposed.

CARRIED

- 11.04.13            **Motion**  
**Link building Retrofit and Additions and Provision of Food and Beverage, Priority #6 and #7:**  
Commissioner Finall and Laschuk to put the Link Building Retrofit and Additions on hold until after 2012 and eliminate any staff commitments towards the direction of providing food and beverage services.

CARRIED

**Head Reception Position priority has been completed**

**Secure Long Term Agreement with School District #63 for Greenglade Community Centre priority has been completed**

- 11.04.14            **Panorama Landscape Maintenance**  
**Motion**  
Commissioners Loveless and Finall to accept the existing level of gardening and landscaping.  
CARRIED

## **CORRESPONDENCE**

### **1. Central Saanich Council resolution re PRC/MPS Task Force Report**

- 11.04.15            **Motion**  
Commissioners Finall and Laschuk to receive Central Saanich Council Resolution re PRC/MPS Task Force Report.

CARRIED

**CORRESPONDENCE** cont'd

**2. Memorial Park Society Annual General Meeting Resolution, April 12, 2011**

11.04.16

**Motion**

Commissioners Finall and Loveless to receive the Memorial Park Society Board Resolution, April 12, 2011

CARRIED

**3. Saanich News Article Wednesday, April 13, 2011 – Rec Centres Could Go Free Article**

11.04.17

**Motion**

Commissioners Finall and Laschuk to receive Saanich News Article Wednesday, April 13, 2011 Article.

CARRIED

The Senior Manager will research as to whether this is a trend that has taken place anywhere else.

**4. Turtle Island Consulting Services Thank you Tree Removal Letter**

11.04.18

**Motion**

Commissioners Laschuk and Finall to receive the Turtle Island Consulting Services Thank you Tree Removal Letter.

CARRIED

**5. Peninsula Minor Hockey Thank you letter**

11.04.19

**Motion**

Commissioners Finall and Laschuk to receive the Peninsula Minor Hockey letter

CARRIED

**6. Stelly's Dry Grad Donation Thank you letter**

11.04.20

**Motion**

Commissioners Finall and Laschuk to receive the Stelly's Dry Grad Donation Letter.

CARRIED



**CORRESPONDENCE** cont'd

**7. Help Fill A Dream Donation Thank you letter**

11.04.21

**Motion**

Commissioners Loveless and Mar to receive the Help Fill A Dream Thank you letter.

CARRIED

**8. Greater Victoria Area Scouts Canada Thank you letter**

11.04.22

**Motion**

Commissioners Finall and Loveless to receive the Greater Victoria Area Scouts Canada Thank you letter.

CARRIED

**9. Thank you from Heather Huck to staff re daughter email**

11.04.23

**Motion**

Commissioners Finall and Laschuk to receive the thank you email from Heather Huck.

CARRIED

The Senior Manager is planning to upgrade the emergency call button system throughout the facility.

CARRIED

**10. North Saanich Letter re MPS**

11.04.24

**Motion**

Commissioners Finall and Laschuk to receive the North Saanich letter.

CARRIED

**REPORTS**

**1. FACILITIES – Monthly Update**

11.04.25

**Motion**

Commissioners Finall and Laschuk to receive the April Maintenance update and refer back to staff for more information and get more information from the installers for the hot water heater replacement

CARRIED

Commissioners Browne commented on how helpful the pictures are.

**1. FEES AND CHARGES FOR 2011/2012**

11.04.26           **Motion**  
Commissioners Loveless and Finall to adopt the 2011/2012 Fees and Charges.

CARRIED

**2. FINANCE - March 31, 2011 Financials**

11.04.27           **Motion**  
Commissioners Finall and Laschuk to receive the March 31, 2011 Financials

CARRIED

**NEXT MEETING**

Thursday, May 26, 2011 @ 7:00 pm

Commissioner Loveless will have her alternate attend the May meeting.

**ADJOURNMENT**

11.04.28           **Motion**  
Commissioners Finall and Laschuk to adjourn the meeting. Meeting adjourned at 8:15 pm.

CARRIED

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Chair