

MINUTES OF THE REGULAR MEETING OF THE
THE PENINSULA RECREATION COMMISSION, held September 20, 2012 AT
7:00 PM PANORAMA RECREATION CENTRE

ATTENDANCE: **Chair**, Carl Jensen, Tim Chad, Gay Helmsing, Marilyn Loveless for Larry Cross, Ted Daly, Craig Mearns, Alastair Bryson, Wayne Ruffle

Senior Manager	Ian Hennigar
Acting Manager of Program Services	Dustin Ray-Wilks
Manager of Admin Services	Heather Johns
Aquatic Coordinator	Dan Ovington
Marketing Coordinator	Lisa Sneek
Administrative Secretary	Bev Crooks

GUESTS:

CALL TO ORDER

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

ADOPTION OF AGENDA

12.09.01 **Motion**
Commissioners Daly and Ruffle that the June 28, 2012 Agenda be approved as circulated with the addition of the Waste Water Heat Recovery System under New Business.

CARRIED

ADOPTION OF MINUTES

12.09.02 **Motion**
Commissioners Daly and Bryson that the Minutes of June 28, 2012 be approved.

CARRIED

EMPLOYEE RECOGNITION

Staff Recognition Employees

Employee Staff Recognitions for the September Commission meeting will be presented at the October Commission meeting.

CORRESPONDENCE

12.09.03 **Motion**
Commissioners Helmsing and Loveless to receive Correspondence Items 1 through 10.

CARRIED

REPORTS

PROGRAM REPORT

May to August, 2012 Program Report

Dustin Ray-Wilks, Acting Manager spoke to his written May to August 2012 Program Report. The summer was challenging due to several staff changes due to maternity leaves but was a very successful summer. Summer camps saw an increase in revenue of \$15,000.

May to August 2012 Aquatic Power Point

Dan Ovington, Aquatic Coordinator, presented the May to August 2012 Aquatic Power Point presentation. Commissioner Mearns requested that staff report back on net pool revenue numbers.

Commissioner Helmsing indicated that a patron comes out to the Panorama Recreation centre all the way from Esquimalt because of the Panorama facility. Commissioner Daly offered kudos to the staff that take initiatives and take pride in what they do.

12.09.04

Motion

Commissioners Daly and Ruffle to receive the May to August, 2012 Program Report and the May to August, 2012 Aquatic Power Point presentation.

CARRIED

The Senior Manager thanked the Acting Manager of Programs and Aquatic Coordinator for their reports.

FACILITIES MONTHLY UPDATE

The ground maintenance worker position recommendation costs have been put into the Facilities Monthly Update as advanced information and will be presented to the Commission in the Budget in October. The position is to improve the grounds and create a Junior Worker Facility Worker 1 auxiliary position. This is one of the items noted in the Commission's Strategic Plan.

12.09.05

Motion

Commissioners Helmsing and Daly to receive the Facility September Monthly Report.

CARRIED

FINANCE – August 31, 2012 Financial Statements

12.09.06

Motion

Commissioners Daly and Ruffle to receive the August 31, 2012 Financial Statements.

CARRIED

The Manager of Finance and Admin reported overall direct operating revenue is up 8% and wages and benefits are up 15% partially due to contract increases, instructional staff and an additional fitness staff person.

NEW BUSINESS

1. Vehicle Replacement Fund

12.09.07

Motion

Commissioners Daly and Helmsing that the Commission instruct staff to implement a phased in implementation of a vehicle equipment replacement fund starting in 2016.

CARRIED

2. Wellness Literacy Program

12.09.08

Motion

Commissioners Bryson and Daly that the Commission receive and provide moral support for the effort of staff to improve the Wellness Literacy of the community through the new program.

CARRIED

The program will launch in October with a focus on a “Healthy Workplace” which will also coincide with our launch of the Corporate Wellness Program offering by the Panorama Fitness department. Staff will be targeting the business community.

2013 Marketing Program Assistant Proposal

The Senior Manager presented the Marketing Assistant Proposal. The purpose of the proposal is to increase net revenue, social media marketing, advertising, facility advertising, partnerships and corporate wellness programs for the Peninsula Recreation Commission, in addition to raising community awareness about the programs and services that Panorama Recreation offer.

12.09.09

Motion

Commissioners Chad and Loveless that the Commission request staff to proceed with the planning to hire an auxiliary (30 hours/week) Marketing Program Assistant at a cost of \$34,810 when planning the 2013 budget to expand facility advertising, social media marketing, community event participation and community awareness about Panorama Recreation in order to increase revenue.

Amendment to Motion

Commissioners Chad and Loveless that the Commission request staff to proceed with the planning to hire an auxiliary (30 hours/week) Marketing Program Assistant at a cost of \$27,810 (Option 1 Expenses Breakdown) for a January 1, 2013 start date when planning the 2013 budget to expand facility advertising, social media marketing, community event participation and community awareness about Panorama Recreation in order to increase revenue as amended.

CARRIED

Commissioner Daly indicated that the position is not to be converted to a full time position. Commissioner Mearns indicated it is a great opportunity to generate revenue in the brochure.

The Commission directed the Senior Manager to track and monitor to see how much advertising revenue is generated on a regular basis and report that back to the Commission. The Senior Manager was directed to revisit the marketing assistant proposal again next year to review the increase in advertising revenue generated.

3. Waste Water Heat Recovery System

The Senior Manager and Manager of Facilities and Operations are working closely with CRD Engineers and the Chair of the Peninsula Waste Water Commission to maximize the available heat through the Waste Water Heat Recovery System. The Senior Manager indicated that there will not be any investments made to the system until solutions have been reviewed and evaluated. The Panorama recreation fuel consumption is higher than it was in 2010. Some changes have been made during the maintenance shutdown. The Senior Manager reported that the CRD will conduct a water audit of the facility at no charge. The Senior Manager is planning to shut down the Waste Water Heat Recovery system for the months of October and November, 2012 and will share the results with the Commission. The CRD applied for a BC Hydro Energy grant application and if approved, the CRD will hire someone to conduct an energy audit

that specializes in this field to look at the gas and District Energy System energy consumption of Panorama.

12.09.10

Motion

Commissioners Chad and Bryson that the Commission give staff the authority to take action of shutting down the Waste Water Heat Recovery system. If the issue is not resolved, staff will identify the challenges and make recommendations to the Commission to fix the problem.

CARRIED

NEXT MEETING

Thursday, October 25, 2012 @ 7:00 pm
Location: Panorama Recreation Boardroom

ADJOURNMENT

12.09.11

Motion

Commissioners Chad and Loveless to adjourn the Meeting. Meeting adjourned at 8:30 pm

CARRIED

_____ Chair