

MINUTES OF THE REGULAR MEETING OF THE  
THE PENINSULA RECREATION COMMISSION, HELD NOVEMBER 22, 2012 AT  
7:00 PM PANORAMA RECREATION CENTRE

**ATTENDANCE:** **Chair**, Carl Jensen, Tim Chad, Alastair Bryson, James McNulty,  
Craig Mearns, Ted Day, Marilyn Loveless (for Larry Cross)

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

**GUESTS:** Martine King, Eric Knoester, Jennifer Lastiwka, Dan Ovington,  
Lisa Sneek, Sylvia Schick, Cathy Watts

Dave Roberts, President, Peninsula Shuttle Committee, Saanich Peninsula  
Chamber of Commerce, Dale Ryan, Marketing Executive, The Butchart  
Gardens, Dave Cowen , General Manager of The Butchart Gardens

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

12.11.01

**Motion**

Commissioners Chad and McNulty that the November 22, 2012 Agenda  
be approved as circulated with the addition of the response to Elizabeth  
May prepared by the Program Coordinator as Item 6 under  
Correspondence.

CARRIED

Commissioner Mearns would like a copy of the Agenda Package emailed  
out two days prior to the meeting as well.

**ADOPTION OF MINUTES**

12.11.02

**Motion**

Commissioners Bryson and McNulty that the Minutes of October 25, 2012  
be approved.

CARRIED

**EMPLOYEE RECOGNITION**

The Chair of the Commission introduced the Commission members to  
Kerry Broome, Martine King, Eric Knoester, Jennifer Lastiwka, Dan  
Ovington, Lisa Sneek, Sylvia Schick, Cathy Watts.

Employee engagement is a big initiator where the passion translates through the service we provide. It is an important piece for our customers and for front line staff this is very important to our patrons who become the faces of Panorama. The Commission are lucky because they get to hear the great stories about staff and how they go above and beyond and are out there saving people's lives. The Commission thanked everyone for providing a great service to the clients and behind the scenes ensuring our facilities stay clean and well run. Tim Chad, Vice Chair said that all members of the staff have great passion and it is important for that passion to be transferred to new staff members.

## **BUSINESS ARISING FROM THE MINUTES**

### **District Energy System Update Memo – Senior Manager**

The Report to the Saanich the Peninsula Waste Water Commission (SPWWTP) on the Thermal Energy Recovery System from CRD Environmental Engineering and Integrated Water was sent out in the Commission Agenda package. The Senior Manager sent out the final motion concerning the report. The Motion reads; 1. That the CRD staff recommendations in the report were withdrawn. 2. The SPWWTP Commission adopted the following motion: "That the Saanich Peninsula Wastewater Commission receive this report for information and direct staff to report back to the next meeting with a comprehensive workplan and schedule for resolving the remaining operational issues with the heat recovery system, and include comments on its sustainability."

Commissioner Chad commented that this was first floated as a pilot project and was not supposed to cost the Rec Commisison anything and noted for the record that he will not support any monies coming forward from the Peninsula Recreation Commission.

Marilyn Loveless, Ted Daly and Alastair Bryson attended the SPWWTP meeting that was held on Thursday, November 15, 2012. There is huge investment in this project and the Commissioners worry about who is going to pay for the costs. They are encouraged that the CRD staff has addressed some of the issues and the Commission needs to realize some return on this investment. It does not make sense to abandon this at this point in time.

The Peninsula Recreation Commission passed a motion at the October 25, 2012 meeting to direct staff to disconnect from the system for two months. Since then the Senior Manager started the CRD free water audit that will provide valuable information on the water consumption. The Energy Audit is also underway looking at the natural gas consumption and electrical consumption within Panorama including the District Energy System (DES). The shutdown of the DES system has been postponed until the results of the Water Audit and Energy Audit are available at the February Commission meeting. The Senior Manager has had several

meetings with CRD Engineering staff who is taking this matter very seriously and is looking into this issue in a timely fashion. There is another meeting scheduled for November 29<sup>th</sup> with more data being available. The Senior Manager is moving ahead with a very thorough report and costing analysis. The Commission members are very encouraged as to the progress being made.

12.11.03

**Motion**

Commissioners Chad and McNulty to receive the Report from the CRD to the Saanich Peninsula Wastewater Commission and to receive the Memo from the Senior Manager on the final motion regarding the (SWWTP) report.

CARRIED

**2013 Program Update Memo Bayside Teen Lounge and Park and Play**

The Boys and Girls Club of Greater Victoria and Panorama Recreation have signed a Memorandum of Understanding for a staffing partnership between January 1, 2013 to June 14, 2013. The Bayside Middle School has provided a dedicated room for the teen lounge. A pool table and a foosball table have already been donated to the teen lounge. The Investors Group has committed \$5,000 towards this program. The Sidney by the Sea Rotary Club has committed \$2,500 as well. Staff is currently building relationships with other local businesses and expect more success moving forward.

12.11.04

**Motion**

Commissioners Chad and McNulty to receive the 2013 Program Update Bayside Teen Lounge and Park and Play Program Update.

CARRIED

## **CORRESPONDENCE**

1. Thank you email from Corinna Laird to staff
2. Govt of Canada Ocean Sciences thank you letter
3. Kiwanis Club Donation thank you letter
4. Rally for the Kids Donation thank you
5. Town of Sidney Healthy Community Committee letter
6. National Health and Fitness Day letter to Honourable Elizabeth May. (circulated at the meeting)  
The legislation has not been passed federally at this time. The Manager of Program Services approached the Greater Victoria recreation centres who have not been approached regarding the National Health and Fitness Day.

12.11.05

### **Motion**

Commissioners McNulty and Helmsing to receive Correspondence Items 1, 2, 3, 4 and 6.

CARRIED

### **5. Healthy Community Committee**

12.11.06

### **Motion**

Commissioners Loveless and McNulty that the Manager of Program Services be the dedicated Panorama Recreation representative and attend HCC monthly meetings.

CARRIED

## **REPORTS**

### **FACILITIES MONTHLY NOVEMBER REPORT**

Replacement of the roof assessment is scheduled for 2014. The Manager of Facilities and Operations is exploring an opportunity to significantly reduce the cost through the use of a restoration coating from Tremco. Application is expected to provide an additional 10-15 years life expectancy at which point removal and replacement of the membrane would be required. Samples were handed out of the product.

The Manager of Facilities and Operations is continuing to look into costing information on the Arena B Bleacher Replacement seats and has received more product information and pricing from a lower mainland supplier. A final report will be compiled and presented in the New Year to the Commission.

12.11.07

**Motion**

Commissioners McNulty and Bryson to receive the Facilities Monthly November report.

CARRIED

**NEW BUSINESS**

**Peninsula Shuttle Bus Concept**

Dave Roberts, President, Peninsula Shuttle Committee and Saanich Peninsula Chamber of Commerce, Dale Ryan, Marketing Executive, The Butchart Garden, Dave Cowen , General Manager of The Butchart Gardens.

A funding request for expansion of the Saanich Peninsula Hop on/Hop off Transportation for up to 33 passengers free of charge with a community focused route was presented to the Commission. The route would have stops at several local businesses including the Butterfly Gardens, Sea Cider Farm and Butchart Gardens as well as several stops during the day at Panorama and Greenglade. The bus would be in operation during July and August of 2013. The group are looking at this as a community project and how the model can be a good fit for the community. The route would include stops at Greenglade, North Saanich, Sidney and Central Saanich. There are two levels to this. One is that the businesses took this on as a pilot project and the other is to look at the community component with opportunities and synergies for a partnership opportunity with the Peninsula Recreation Commission. Dave Cowen felt that a free shuttle was the best way to engage the community. A schedule of the route was drafted up for pick up and drop off times with the flexibility to change the route and times if requested by the Commission.

The group are requesting funds from the Peninsula Recreation Commission to fund the bus and driver and fuel and insurance costs to run the bus for the months of July and August. Marketing dollars are raised by Dave Roberts and Dale Ryan. Funds raised go towards marketing the shuttle and advertising on the shuttle bus.

The Commission needs to confirm with the Senior Manager the value and whether this fits within the mandate of the Commission. Details of the cost would have to be included in the 2013 budget as well as the schedule and shuttle bus routes need to be worked out. Commissioner Loveless suggested a donation box be considered as part of the conversation.

Dave Cowen left at 8:45 pm.

12.11.08

**Motion**

Commissioners McNulty and Chad to direct staff to look at the shuttle bus schedule and details of the costs and work with Dave Roberts, President of the Peninsula Shuttle Committee and come back to the Commission with more information.

**Amendment to the Motion**

Commissioners McNulty and Chad to direct staff to look at the shuttle bus schedule and details of the costs and work with Dave Roberts, President of the Peninsula Shuttle Committee and come back to the Commission with more information and direct staff to allocate funds for a potential service in principle into the 2013 budget. The Senior Manager will look at the details and consider whether there is value for the Peninsula Recreation Commission and present a report to the Commission in January at the latest for their consideration. The Senior Manager will contact the Mary Winspear Centre to discuss possible synergies as well.

CARRIED

Commissioner Chad would be available to work with the staff in December. Commissioner Loveless will be having a conversation with the Town of Sidney Council and will be looking into the community charter to see if there is a fit.

**REPORTS cont'd**

**2013 BUDGET REVISED PRESENTATION – Senior Manager**

The Senior Manager presented the revised 2013 budget. There were slight changes to page 6 continuous supplementary. At the end of 2013 the equipment replacement balance will be very tight with a balance of \$7,634.00. The funds will start to increase in 2014.

On page 60 the Capital Reserve, the sprinkler system scheduled for 2014 will be moved to 2013 in order to comply with grant requirement submission. The amount would be \$150,000.00.

The Link Building Roof project scheduled for 2015 will be moved to 2013 in the amount of \$80,000 (Ron looking into the membrane option).

The Senior Manager will be updating the Balances on page 60 for the Capital Reserve balances for 2013, 2014, 2015, 2016 and 2017 and will present to the Commission in December. The Senior Manager will also look at discussing the reserve fund for future years to have as discussion at

the December Commission meeting. There will be no changes to the 5 Year Forecast requisition numbers on page 62.

12.11.09

**Motion**

Commissioners Mearns and Bryson to approve the 2013 Revised Budget in principle and direct the Senior Manager to make the changes noted.

CARRIED

**FINANCE – October 31, 2012 Financial Statements**

The Senior Manager presented the October 31, 2012 Financial Statement on behalf of the Manager of Finance and Admin. The revenue numbers show an increase compared to the same time last year.

12.11.10

**Motion**

Commissioners Chad and McNulty to receive the October 31, 2012 Financial Report.

CARRIED

**NEXT MEETING**

Thursday, December 20, 2012 @ 7:00 pm  
Location: Panorama Recreation Boardroom  
The Chair will be away and the Vice-Chair will chair the December meeting.

**ADJOURNMENT**

12.10.11

**Motion**

Commissioners Loveless and McNulty to adjourn the Meeting. Meeting adjourned at 9:15 pm

CARRIED

\_\_\_\_\_  
Chair