

**MINUTES OF THE REGULAR MEETING OF THE
THE PENINSULA RECREATION COMMISSION
HELD SEPTEMBER 26, 2013 AT 7:00 p.m.
PANORAMA RECREATION CENTRE**

ATTENDANCE: Carl Jensen (Chair), Ted Daly, Wayne Ruffle, Craig Mearns,
James McNulty, Alastair Bryson, Tim Chad, Gay Helmsing

Senior Manager	Ian Hennigar
Manager of Program Services	Kerry Broome
Manager of Admin Services	Heather Johns
Manager of Facilities and Operations	Ron Rieberger
Recording Secretary	Bev Crooks

ADOPTION OF AGENDA

13.09.01 **Motion**
Commissioners McNulty and Mearns that the September 26, 2013 Agenda be approved as circulated with the addition under Business Arising verbal update on the North Saanich Middle School Reader Board and a verbal update on the International Tennis Federation tournament and under correspondence additions of Item No. 18. Security of data; No. 19. email regarding Protect Children's Health in a Wireless World; No. 20., 2014 Age Friendly Community Planning and Project Grants Program Memo.

CARRIED

ADOPTION OF MINUTES

13.09.02 **Motion**
Commissioners Ruffle and McNulty that the Minutes of June 27, 2013 be approved.

CARRIED

BUSINESS ARISING:

North Saanich Middle School Reader Board verbal update –Manager Program Services.

The Manager of Program Services reported that the problem is resolved and Panorama program information is now being displayed on the Reader Board. The messages are changed once a week and displayed between 7:00 a.m. to 9:00 p.m.

Tennis BC International Tournament Proposal Update – Senior Manager

The tournament is from October 12, 2013 to October 19, 2013. The Racquet and Sports coordinator has secured over \$8,000 in sponsorship funding. Top level players on the island will also be participating in the tournament. There will be bleacher seats installed for viewing on the 2nd and last day of the tournament. The tournament has been marketed in the Peninsula News Review and Check TV has been contacted. Volunteers will be running a concession.

CORRESPONDENCE

13.09.03

Motion

Commissioners Chad and McNulty to receive correspondence items 1-17.

CARRIED

18. A Family Downgraded from the Regional Pass to the Annual Pass to Receive the Benefits of Free Youth Passes.

The Senior Manager reported that there may be some future benefits tied to the Regional Pass but not at this time. The Chair of the Peninsula Recreation Commission attended the recent UBCM conference and was interviewed on the new Panorama Recreation pass initiatives by BC Healthy Communities who were very excited to hear about it.

19. Email from the General Manager of Capital Regional District (CRD) Corporate Services and Financial Services re CRD Bylaw 3896 – Saanich Peninsula Recreation Services

CRD Corporate Services will be writing a staff report to bring the CRD Bylaw 3896 – Saanich Peninsula Recreation Services back to the CRD Board meeting of October 9, 2013 and recommending rescinding 3rd reading, deleting section 7.0 Long term Leases and Reading as Amended.

20. Email re Security – Senior Manager

The CRD Senior Manager of Information Services confirmed that our Class software and payment server meets all industry regulations regarding security.

21. Email re Victoria October 23 Protection Children's Health in a Wireless Word Presentation – Senior Manager

The Senior Manager confirmed that WIFI has been installed at both the Panorama and Greenglade facilities.

13.09.04

Motion

Commissioners Chad and Bryson to direct staff to respond to the email regarding the use of WIFI.

CARRIED

13.09.05

Motion

Commissioners Chad and McNulty to receive Correspondence Items 18 through 21.

CARRIED

REPORTS

FACILITIES MONTHLY MAY REPORT

The bleacher seating installation has begun and should be complete by this weekend. Thank you to Slegg Lumber for the use of their crane truck in delivering the seats thus reducing the duration of the seating by one day. Most of the seating will be installed by Friday evening for the Panthers hockey game.

The Tire Stewardship grant for the Arena A flooring went really well. In 2014 the Manager of Facilities and Operations will be pursuing a grant application to complete the arena B side flooring.

Ice plant – Looking Into a Federal Grant to Support the Replacement of the Ice Plant in 2015.

Commissioner Helmsing wanted to give special mention to the Manager of Facilities and Operations and the Manager of Program Services for taking the initiative and securing the funding for the projects. Kudos to everyone that was instrumental in making Panorama to be not just an ordinary rec centre.

13.09.06

Motion

Commissioners McNulty and Ruffle to receive the September, 2013 Facilities Report.

CARRIED

PROGRAM REPORT – May to August, 2013

The Manager of Program Services reported that the May to August, 2013 season has been a good season. The new Play in the Park garnered an average of 255 people per week and raised the profile of Panorama Recreation. Feedback on the new Play in the Park was very positive. Arena rental revenue during dry floor increased \$6,000 due to the growing popularity of ball hockey. Aquatics –Grade 3 free swim lessons in partnership with Saanich School District #63 and the Sidney Rotary Panorama provided four one hour swimming lessons to 426 grade three students in the District. Fitness, Weights and Rehabilitation – In May of 2013 there were 5 additional pieces of Precor P80 cardio that include internet RSS feeds. Greenglade weightroom space will be looked at to relocate classes during busier times. In July the number of people using the Greenglade facility spiked 118% from last year and on a month to month basis has increased 50%. The Manager of Program Services is preparing a Greenglade report to present to the Peninsula Recreation Commission meeting in October and will propose staffing changes to better meet the demands of patron's use of the Greenglade facility.

Commissioner Bryson noted that it was a great report and had lots of positive news and would find it more useful if staff were to highlight anything that would indicate an amber or red issue as being a concern. The Manager of Program Services indicated that summer camps have not been growing over the last few years. This year summer camps were cancelled at Centennial Park and Panorama lost the revenues from those registrations. Going forward the 2014 summer camps will be reviewed.

13.09.07

Motion

Commissioners McNulty and Ruffle that the Commission receive the May to August, 2013 Program Report for information.

CARRIED

Financial Review of the 2013/2014 Fees and Charges Update – Manager of Program Services

The Manager of Program Services provided an update on the financial review of the 2013/2014 fees and charges and reported that drop in admission revenue has skyrocketed from last year. Annual passes sold have tripled. Local organizations are wishing to augment employee wellness programs and the demand has risen by such a large degree that we are now partnered with 10+ organizations. In 2012 Panorama generated over \$50,000 from these types of partnerships. Having Commission's support as well as a professional staff has made a huge

difference. With the hiring of the marketing assistant the Employee Wellness program has received over \$89,000 in revenue so far in 2013. The Sananich Peninsula Chamber of Commerce is partnering with us to promote the employee wellness program to businesses with fewer than five employees.

Town of Sidney Top Three Strategies Report for 2014 – Manager of Program Services

The Manager of Program Services sits on the Sidney Community Development (CDC) Committee and is seeking the top three strategies from the Commission to report back to the CDC Committee.

13.09.08

Motion

Commissioners Chad and Ruffle that the Commission consider the question and direct staff to draft a response for the Commission first before it will be forwarded to Chair Debling of the CDC

CARRIED

Access Awareness Week Report

13.09.09

Motion

Commissioners McNulty and Daly that the Commission approve an annual open house event at Panorama to coincide with Access Awareness Day held on Saturday, June 7, 2014.

CARRIED

Marketing Product Inventory Report – Senior Manager

13.09.10

Motion

Commissioners McNulty and Daly that the Commission receives this report for information and provides staff with support and authorization to sell any of the Marketing Product Inventory items and that all partnerships over \$50,000.00 /year would be presented to the Commission prior to approval and that there will not be any advertising on the website at this time.

CARRIED

The Senior Manager will direct staff to seek council endorsement from the three municipalities if there is signage promotion of our programs at one of their sites. The Senior Manager will have final approval on any selling of advertising.

FINANCE REPORT

13.09.11

Motion

Commissioners McNulty and Ruffle to receive the August 31, 2013 Monthly Finance Statement of Operations ended August 31, 2013

CARRIED

The Manager of Finance and Admin reported that the contribution margin is up 3%. The 2013 Municipal requisition money was received in August and has been applied to the financial statements.

Active Healthy Kids Canada Report Recommendation – Senior Manager

13.09.12

Motion

Commissioners Daly and McNulty that the Commission receives the Active Healthy Kids Canada Report for information

CARRIED

Marketing Announcement – Senior Manager verbal announcement

The Senior Manager announced a three year agreement with the Sidney Senior Care Centre for \$33,000 a year.

2014 Age Friendly Community Planning and Project Grants Program Request

13.09.13

Motion

Commissioners McNulty and Ruffle that the Commission adopt a resolution supporting a grant application for the proposed activities and willingness to provide overall grant management.

CARRIED

The Manager of Adult Programming is looking to expand the pottery studio at Greenglade and develop and establish a community arts studio in partnership with the Saanich Peninsula Arts and Crafts Society and establish a community trail from the north side of the property on Lannon Way to the trail on the south side of the property connecting to Wesbrook Drive and Summergate Village.

IN-CAMERA

13.09.14

Motion

Commissioners McNulty and Chad to Move In-Camera in Accordance with the Community Charter, Part 5, Division 3, section 90(1)c labour relations or other employee relations.

CARRIED

RISE AND REPORT

There will be no report.

NEXT MEETING

Thursday, October 24, 2013 @ 7:00 p.m.
Location: Panorama Recreation Boardroom

ADJOURNMENT

13.09.15

Motion

Commissioners Chad and McNulty to adjourn the Meeting. Meeting adjourned at 9:15 p.m.

CARRIED

Chair