

**MINUTES OF THE REGULAR MEETING OF THE  
THE PENINSULA RECREATION COMMISSION  
HELD October 24, 2013 AT 7:00 p.m.  
PANORAMA RECREATION CENTRE**

**ATTENDANCE:**     **Carl Jensen (Chair), Conny McBride** Wayne Ruffle, Craig Mearns,  
James McNulty, Alastair Bryson, 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
Coordinator of Adult Programming	Dustin Ray-Wilks
Coordinator of Youth Programming	Claire Erdem

Recording Secretary    Bev Crooks

**ADOPTION OF AGENDA**

13.10.01           **Motion**  
Commissioners McNulty and Mearns that the October 26, 2013 Agenda  
be approved as circulated.

CARRIED

**ADOPTION OF MINUTES**

13.10.02           **Motion**  
Commissioners McNulty and Ruffle that the September 26, 2013 Minutes  
be approved.

CARRIED

**BUSINESS ARISING:**

**District of North Saanich Lease update – Senior Manager**

The attached lease was reviewed with changes to 2.0 Term: The Lease is granted for the term of five (5) years commencing on the 1<sup>st</sup> day of October, 2013 and ending on the 30<sup>th</sup> day of September, 2018 and 14.2 The Landlord and the Tenant may, during the Term, negotiate to allow for the construction of an additional recreation facility on the Land by the Landlord on such terms and conditions as may be mutually agreeable.. North Saanich would also like the opportunity to have discussion if the Commission adds a facility to the site in the future.

13.10.03

**Motion**

Commissioners McNulty and Ruffle that the Commission receives this report and authorize the delegation authority of the Chair and the General Manager of Parks and Environmental Services to sign the lease and forward it to the District of North Saanich for signatories.

**CARRIED**

Commissioner Bryson informed the Commission that the amended CRD Bylaw No. 3896 Services Combination Bylaw No. 1, 2002, and amendment Bylaw no. 1, 2013 covering the North Saanich Lease was approved at the last Capital Regional District (CRD) Board meeting. The Senior Manager will follow-up and confirm that it was approved.

**Sidney Community Development Committee verbal update – Senior Manager**

Staff will be submitting a report back to the Commission in November.

**CORRESPONDENCE**

13.10.04

**Motion**

Commissioners McNulty and Helmsing to receive correspondence items 1-6.

**CARRIED**

**REPORTS**

**FACILITIES MONTHLY MAY REPORT – Senior Manager**

A lead hand for night shift was recently hired who is very qualified. Bleachers were installed successfully. The Senior Manager thanked Slegg Lumber for their assistance on such short notice.

**Fire Suppression System Update** - 100% of the pipe required for this project has been installed. Sprinkler heads still need to be installed in some areas and work will begin soon on the painting of exposed pipe. Outstanding work on the arrival of a valve chamber needed for water delivery from the District of North Saanich Public Works.

Moving ahead with the Power Surge and Single Phase Protection. Funds from the 2014 operating budget will be used to purchase the protective devices and they will be installed using qualified internal CRD resources.

**Arena A Domestic Hot Water Systems** – Staff from the CRD Environmental Engineering department provided an assessment and system of approach for resolving the underperformance of the Arena A

domestic hot and ice making water systems and recommend \$10,000 for consultant services that was not planned for in the operating budget. The Senior Manager is recommending that the Commission approve the recommendation to proceed and utilize surplus funds from the 2013 budget.

13.10.05

**Motion**

Commissioners McNulty and Mearns that staff to look at alternative solutions to the Arena A Domestic Hot Water System and report back to the November Commission Meeting.

CARRIED

**Ice Plant Replacement** is moving forward with a Project Charter. Replacement of the ice plant would take place in 2015.

13.10.06

**Motion**

Commissioners McNulty and Mearns that the Commission does not need to be involved in the credentials for consultant services and authorize staff to move forward with a request for qualifications.

CARRIED

The Senior Manager will investigate the details of the insurance policies on heavy equipment.

13.10.07

**PROGRAM REPORT –**

**PLAY IN PARK PROGRAM UPDATE**

The Youth Coordinator was introduced who has returned from maternity leave. The Play in the Park was offered from 5:30 p.m. to 8:30 p.m., Monday to Friday from July 2, 2013 to August 30, 2013 and staff ran a very successful program. Silken Laumann with Investors Group representatives attended the program launch. The Investors group sponsored \$5,000 for the program over a 3 year period and the Sidney by the Sea Rotary Club donated \$4,000 for a one year commitment.

13.10.08

**Motion**

Commissioners McNulty and Ruffle that the Commission request staff to proceed with the Play in the Park program for summer 2014 with a similar cost of approximately \$20,000.

CARRIED

Commissioner Bryson commended staff for highlighting a challenge throughout the summer with the lack of parent participation and family involvement and encouraged staff to engage parents in the Play in the Park program in 2014. The Senior Manager will direct staff to be clear on the marketing for 2014.

**GREENGLADE REPORT – Manager of Program Services**

Facility and Program revenue has grown from \$195,200 in the first year to over \$350,000 in 2013. The Coordinator of Adult Programs was in attendance and contributed to the Greenglade report. Over \$27,000 individuals attended in 2013.

The purpose of the report is to examine recent operations and recommend options to increase the usage rate of the Greenglade Community Centre. In August of 2013, 355 drop-ins attended Greenglade for the month and in September there were 440 and as of October 23, 525 dropped in to Greenglade. The numbers are very encouraging.

13.10.09

**Motion**

Commissioners Mearns and Helmsing that the Commission endorse Option 3 to proceed with the proposed renovations (including office furnishings) at a cost of \$34,000 (single supplemental) and to implement expanded reception coverage to achieve an operating schedule of approximately 12 hours per day at a cost of \$74,700 per year without any increase to the 2014 requisition.

CARRIED

**FINANCE REPORT**

13.10.10

**Motion**

Commissioners McNulty and Ruffle to receive the September 30, 2013 Monthly Finance Statement of Operations ended September 30, 2013.

CARRIED

The Manager of Admin Services presented highlights that the budget is at 80% of revenue for the year and in Line Item under Other Revenue the numbers are 38% over budgeted due to a large increase in sponsorships.

### **2014 Peninsula Recreation Budget Presentation – Senior Manager**

A three year Division Plan was submitted to the CRD. A three year rolling budget cycle was implemented at Panorama. The only debt outstanding is \$6.6M which will expire in 2024. The Senior Manager looks at the revenue numbers and every effort is made to get as close to 50% revenues to cover the requisition.

The Senior Manager will look into comparisons and breakdown of costs per person who visit the Seaparc recreation centre and tracking how much was paid by the taxpayer vs. the patron costs year over year. There is a challenge trying to compare numbers with other Greater Victoria recreation centres. The social fund has had a \$3,000 line item for many years. It has historically been used for special occasions for staff, staff barbeques and the annual Christmas party. Staff are charged \$5.00 for a burger for team building events. Staff are a huge recognition piece and are critical to the operations at Panorama.

13.10.11

#### **Motion**

Commissioners McNulty and Ruffle approve the social fund amount of \$3,000 to be used for special occasions for staff, the staff annual Christmas party and staff barbeques for team building events and to remove the \$5.00 fee charged to staff for burgers.

CARRIED

### **2014 Budget Single Supplemental Items**

Further analysis of increasing admission fees to percentage of requisition increases will be analyzed going forward. The taxpayer is quite challenged and stretched and members of the Commission are quite sensitive to that. The concern for the Commission is increasing funds in the capital reserve fund at the same time that the requisition is increased. The Commission want to ensure that the taxpayer burden is lessened by maintaining a 0% requisition increase. Going forward the requisition should go down when the debt is retired.

13.10.12

#### **Motion**

Commissioners Helmsing and Mearns to direct staff to come back with options of an opportunity to reduce the amount of funds in the capital reserve while maintaining a 0% increase in 2014 requisition and to include the Greenglade revenue and expenses into the 2014 revised budget to be presented to the Commission at the November meeting.

CARRIED

Existing youth passes are forecasted to sell over 300 in 12 months and have sold over 70 new Adult annual passes to date. The Manager of Admin will provide details on the breakdown of usage on those pages on how much they are being used..

**NEXT MEETING**

Thursday, November 28, 2013 @ 7:00 p.m.

Location: Panorama Recreation Boardroom

**ADJOURNMENT**

13.10.13

**Motion**

Commissioners McNulty and Ruffle to adjourn the Meeting. Meeting adjourned at 9:35 p.m.

CARRIED

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Chair