

**MINUTES OF THE REGULAR MEETING OF THE
THE PENINSULA RECREATION COMMISSION
HELD November 28, 2013 AT 7:00 p.m.
PANORAMA RECREATION CENTRE**

ATTENDANCE: Carl Jensen (Chair), Alastair Bryson, Marilyn Loveless, Tim Chad,
Wayne Ruffle, Craig Mearns, Ted Daly, 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

13.11.01 **Motion**
Commissioners Mearns and Ruffle that the November 28, 2013 Agenda be amended with the additions of the Corporation of the District of Central Saanich letter re: the Lease Renewal for Central Saanich Cultural Centre under Correspondence and long service recognition for the Manager of Facilities and Operations and the Manager of Program Services under Reports be approved as circulated.

CARRIED

ADOPTION OF MINUTES

13.11.02 **Motion**
Commissioners Helmsing and Mearns that the October 24 2013 Minutes be approved.

CARRIED

BUSINESS ARISING:

CRD Bylaw 3896 Update – Senior Manager

The Bylaw was adopted by the Capital Regional District Board on November 13, 2013.

13.11.03 **Motion**
Commissioners Chad and Loveless to receive the email regarding the CRD Bylaw 3896 that was adopted by the Capital Regional District Board.

CARRIED

**Top 3 Strategies Community Development Strategies
Recommendations - Senior Manager**

13.11.04

Motion

Commissioners Chad and Ruffle that the Commission receives this report and consider forwarding the three staff item recommendations for consideration to the Sidney Community Development Committee (CDC).

1. Continue providing subsidized programs and events for families such as Play in the Park and Teen lounge.
2. Create more natural play spaces. Natural play spaces incorporate trees, and water, gardens, logs that connect children to nature and diversity with respect to outdoor experience. One could be implemented at Greenglade Community Centre.
3. Implement a shuttle service between SHOAL Centre, Mary Winspear Centre, Panorama Recreation Centre and Greenglade Community Centre.

CARRIED

There are no financial resources being committed to the CDC Committee.

CORRESPONDENCE

13.11.05

Motion

Commissioners Bryson and Daly to receive correspondence items 1-6.

CARRIED

Item No. 7 **Town of Sidney – Community Development Committee
2014**

13.11.06

Motion

Commissioners Chad and Loveless to endorse the Manager of Program Services and the Communication Recreation Coordinator of Adult programs as alternate representatives to the Town of Sidney Community Development Committee for 2014.

CARRIED

Item No. 8 **The Corporation of the District of Central Saanich letter
dated November 28, 2013**

13.11.07

Motion

Commissioners Bryson and Daly to receive the Corporation of the District of Central Saanich letter dated November 25, 2013 regarding the Lease Renewal for Central Saanich Cultural Centre Between the Capital Regional District and the District of Central Saanich.

CARRIED

REPORTS

FACILITIES NOVEMBER MONTHLY REPORT – Manager of Facilities and Operations

Commissioner Bryson acknowledged 35 Years of Service from the Manager of Facilities and Operations and 20 Years of Service from the Manager of Program Services who were both in attendance for the CRD Years of Service Recognition last week

Arena A Domestic Hot Water Systems

The Manager of Facilities and Operations presented alternative solutions to the Arena A Domestic Hot Water System.

13.11.08

Motion

Commissioners Daly and Mearns That the Commission accept the November 2013 maintenance report and to have staff proceed with the reconfiguration of the equipment of Arena ‘A’ Domestic Hot Water (DHW) system used for showering as noted in Action #1 of the November Report and for staff to investigate further as part of the Ice Plant Replacement Project the replacement of the Domestic Hot Water systems of both arenas with a single DHW system that would service the entire facility.

CARRIED

13.11.09

Motion

Commissioners Chad and Loveless to move \$15,000 out of contingency to commence work on the Ice Plant Project.

CARRIED

FINANCE REPORT for October 31, 2013

13.11.10

Motion

Commissioners Chad and Ruffle to receive the October 31, 2013 Monthly Statement of Operations.

CARRIED

The Manager of Admin Services highlighted that we are at 87% of operating revenues to date. Indirect expenses were up due to a contract for services regarding an arbitration early in the year. Wages and benefits are up because of the new marketing assistant position this year. Retired debt is down and looking to see a surplus at the end of the year.

2014 Peninsula Recreation Revised Budget Presentation – Sr. Mgr.

As requested by the Commission at the October Commission Meeting, SeaParc recreation complex has one arena, one 6 lane pool, three fitness/meeting rooms a skate park and one baseball diamond. SeaParc recreation complex 2013 user funding excluding debt is targeted to be 31.11% of total revenue, Panorama's is targeted to be 48.60%.

The Senior Manager highlighted 2012 Actuals Comparative Data on Reserve Funds/Tangible Assets between North Saanich, Central Saanich and the Town of Sidney and the Peninsula Recreation Commission.

The Senior Manager had discussions with the two Directors of Finance from the three municipalities to discuss consistencies in the reserve funds.

Staff's recommendation is that it would not be financially responsible to operate the Equipment Replacement Fund any lower than forecast, therefore, staff would not recommend a reduction to the \$450,000 contribution in 2014. There has never been a long term capital plan and the Senior Manager and the Manager of Admin services will be presenting a long term capital plan to the Commission by early Fall of 2014. This plan will be essential in order to arrive at a Capital Reserve plan.

Commissioner Chad requested that staff do some research and come back with bricks and mortar in how to offer more programs in Central Saanich. It is the last item of the strategic plan to look into regarding opportunities for Central Saanich and to have staff brainstorm with Central Saanich staff and council. There are a lot of existing services being provided out of the Central Saanich Cultural Centre, through the summer at Centennial Park and various contractor locations.

13.11.11

Motion

Commissioners Bryson and Daly to approve a .75% increase in requisition by adjusting the Capital Reserve Contribution along with a decrease spending for the 2014 Greenglade Project by \$30,000. If the 2013 surplus is more than \$30,000 it will be added to the Greenglade project.

CARRIED

The Senior Manager will resend to the Commission the October Budget presentation and highlight the requisition by Municipality based on cost per \$100,000. The Costs per \$100,000 for North Saanich in 2013 were \$34.84, Sidney; \$38.13 and Central Saanich \$40.47. The Cowichan recreation facility cost per 100,000 is \$46.00. Commission requested that

the list of supplementals presented at the October Commission meeting be resent to the Commission.

The Senior Manager highlighted that since the hiring of the Marketing Assistant, that the Employee Wellness program has grown dramatically plus other partnerships such as the Sidney Sr. Care that has more than covered her wage. A report will be prepared for the Commission in the spring of 2014.

Greenglade Renovation Project

13.11.12

Motion

Commissioners Chad and Loveless That the Commission receives this report for information and approves the expenditure of up to \$15,000 from the 2013 contingency fund to allow staff to have the Request for Proposal ready for distribution by April 1, 2014.

CARRIED

Renewal of Strategic Plan

13.11.13

Motion

Commissioners Daly and Chad That the Commission receives this report for information and requests staff to provide additional details by the spring of 2014 on how a Staff Lead Strategic Plan process would be designed.

CARRIED

Peninsula Recreation Commission Branding

13.11.14

Motion

Commissioners Loveless and Helmsing That the Commission receives this report for information and that staff be instructed to add CRD branding as a secondary brand when space allows to print material i.e., brochures, promotional flyers, letterhead, buildings, signage and for staff to work with the CRD Corporate Communications Department to provide some layout examples of secondary branding options. These options are to be provided to the Commission prior to March 1, 2014.

Opposed: Commissioner Chad

CARRIED

NEW BUSINESS

December 19, 2013 Commission Meeting Format

The meeting format will remain the same as in previous years with a social at 6:30 p.m. and the Regular Commission meeting at 7:00 p.m.

13.11.15

NEXT MEETING

Thursday, December 19, 2013 @ 7:00 p.m with a social at 6:30 p.m.

Location: **Panorama Boardroom**

ADJOURNMENT

13.10.13

Motion

Commissioners Mearns and Ruffle to adjourn the Meeting. Meeting adjourned at 9:07 p.m.

CARRIED

Chair