



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, February 27, 2014, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: Commisioners: C. Jensen (Chair), T. Chad (Vice Chair), A. Bryson, T. Daly, G. Helmsing, C. Mearns, J. McNulty, W. Ruffle
Staff: I. Hennigar, Senior Manager; K. Broome, Manager of Program Services; H. Johns, Manager of Administrative Services; R. Rieberger, Manager of Facilities and Operations; I. Hennigar, (recorder)
Absent: L. Cross

The meeting was called to order at 7:00 pm.

1. Approval of Agenda

MOVED by Commissioner Mearns, **SECONDED** by Commissioner McNulty,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Bryson, **SECONDED** by Commissioner McNulty,
That the minutes of the January 23, 2014, meeting be adopted as previously circulated.

CARRIED

3. Delegations: There were none

4. Business Arising from the Minutes

- 1) Confirmation of Commission Members Attending the BCRPA Symposium (Verbal Update)

It was confirmed that Chair Jensen, Commissioner Ruffle and Commissioner Daly will be attending the Symposium.

- 2) IT Issue Update

I. Hennigar advised that the issue reported on last month has been resolved by IT.

5. Correspondence

- 1) Family Day Grant Confirmation from BC Parks and Recreation Association
- 2) F. Reese Letter Regarding Free Passes for Patrons Over 90 Years of Age
- 3) Appointments to CRD Committees and Commissions
- 4) Bazan Bay/East Saanich Cross Walk Improvements
- 5) Peninsula Tennis Club Thank You Letter

- 6) Hearts of the Community Thank You Email

MOVED by Commissioner Daly, **SECONDED** by Commissioner McNulty,
That the correspondence be received for information.

CARRIED

6. Reports

1) FACILITIES

- a) February, 2014 Maintenance Monthly Update

MOVED by Commissioner Daly, **SECONDED** by Commissioner McNulty,
That the report be received for information.

CARRIED

2) FINANCE

- a) December 31, 2014 Financials
b) January 31, 2014 Financials

MOVED by Commissioner Mearns, **SECONDED** by Commissioner McNulty,
That the reports be received for information.

CARRIED

3) MISCELLANEOUS REPORTS

- a) Branding Report Update

MOVED by Commissioner Chad, **SECONDED** by Commissioner Helmsing,
That the Commission receive the report for information and request staff to implement the use of the CRD secondary branding, subject to approval by CRD Corporate Communications and where space permits. In cases where this requires the purchase of products, letterhead, signage etc. the CRD secondary branding will be added to those items as they are re-ordered or replaced.

CARRIED

- b) Coastal Medic Shuttle Service Report

Staff was requested to ensure Coastal Medic provides copies of appropriate insurance and licencing.

MOVED by Commissioner Chad, **SECONDED** by Commissioner McNulty,
That the Commission receive the report for information and confirm that Coastal Medic Shuttle Service can use Panorama as a pick-up and drop-off location.

CARRIED

- c) Memorial Bench Report

MOVED by Commissioner Bryson, **SECONDED** by Commissioner Ruffle,

That the Commission receive the report for information and authorize staff to take the necessary steps to create a Memorial Donation program for the Commission. Until those details are finalized the Senior Manager has the authority to finalize details with any interested parties that wish to make a memorial donation for a bench(es) provided the donation covers the entire cost of the bench including installation and some additional funds to cover maintenance of the bench.

CARRIED

d) Lifetime Pass for Patrons Over 90 Years of Age

MOVED by Commissioner McNulty, **SECONDED** by Commissioner Ruffle,
That the Commission receive the report for information and that patrons that can provide proof of age, and are over the age of 90, will be provided a non-transferable free lifetime drop-in-pass.

CARRIED

e) Youth Pass Update

MOVED by Commissioner Chad, **SECONDED** by Commissioner McNulty,
That the Commission receive the report for information.

CARRIED

7. New Business:

a) Staff Hiring Announcement

I. Hennigar advised that Shannon Asdal will be starting in the position of Administrative Secretary on March 10, 2014. Shannon has an extensive background with the CRD and will bring some valuable skills and knowledge to the Commission.

b) Plan H Grant Support

MOVED by Commissioner Chad, **SECONDED** by Commissioner McNulty,
That the District of Central Saanich, the District of North Saanich and the Town of Sidney submit letters of support for the Plan H Grant.

CARRIED

8. Adjournment

MOVED by Commissioner McNulty, **SECONDED** by Commissioner Chad,

That the meeting be adjourned at 8:22 pm.

CARRIED

CHAIR

RECORDER