



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

Present: **Commissioners:** C. Jensen (Chair), T. Chad (Vice Chair), A. Bryson, M. Loveless (for L. Cross), C. McBride (for Ted Daly), C. Mearns, 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; S. Asdal (recorder)
Absent: G. Helmsing, J. McNulty

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

1. Approval of Agenda

MOVED by Commissioner Ruffle, **SECONDED** by Commissioner Mearns, that the agenda be approved with the addition of supplementary agenda item 7. 1) b) and the addition of "Sidney Gym" under item 8, New Business.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Chad, **SECONDED** by Commissioner Ruffle, That the minutes of the February 27, 2014, meeting be adopted as previously circulated.

CARRIED

3. Delegations: There were none.

4. Business Arising from the Minutes

1) Coastal Medic Bus Service to Royal Jubilee (Verbal Update)

I. Hennigar reported that copies of insurance and licensing have been obtained.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Mearns, That the Commission receive the update for information.

CARRIED

2) Memorial Bench (Verbal Update)

I. Hennigar reported that funds have been received for the installation and maintenance of two benches. Once finalized, the Memorial Program will detail the design and construction of all items available to be supported through memorial donations.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Loveless, That the Commission receive the update for information.

CARRIED

3) 90 and Over Free Pass Program (Verbal Update)

I. Hennigan reported that H. Johns has been contacting patrons aged 90 and over regarding the free lifetime drop-in-pass. L. Sneek, Marketing Coordinator, is working with the Peninsula News Review to feature some of these patrons in an upcoming article.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Loveless,
That the Commission receive the update for information.

CARRIED

5. Correspondence

1) Pender Island Elementary School Thank You Letter

MOVED by Commissioner Chad, **SECONDED** by Commissioner Ruffle,
That the Commission receive the correspondence for information.

CARRIED

6. Editorials

- 1) Peninsula News Review - Rodolph Park Survey Results
- 2) Peninsula News Review – Meet Carolyn Birch
- 3) Peninsula News Review – Get Active Indoors
- 4) Seaside Magazine – Saving Your Own Life
- 5) Seaside Magazine – Sidney SeniorCare Partnership
- 6) Seaside Magazine – Sidney SeniorCare Owner
- 7) Times Colonist – T/C Health Challenge – Mental Coach
- 8) Times Colonist – T/C Health Challenge – Participants Profile
- 9) Times Colonist – T/C Health Challenge – Week One
- 10) Times Colonist – T/C Health Challenge – van den Hengel Family
- 11) Victoria News – Parkland Secondary School Open House

I. Hennigar advised that the editorials, which represent coverage from the last 30 days, are a cost free opportunity to provide information to the community and are a testimony to the successful relationship Panorama has with its local media contacts and the Times Colonist.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Ruffle,
That the Commission receive the editorials for information

CARRIED

7. Reports

1) Facilities Report
a) February 2014 Maintenance Monthly Update

R. Rieberger provided an overview of the report and an update on the status of projects listed in the report.

The Commission discussed the following topics:

- Request for proposal process for replacing the ice plant. R. Rieberger confirmed that once the successful proponent is determined, the process will continue through to the grant phase.
- The need for a handrail on the stairs in Arena B. R. Rieberger confirmed that the fire department will allow a rail along the edge of the bleacher seats.
- It was also confirmed that the cameras and camera platforms are no longer being used for videotaping. These were installed by the Panthers Hockey Club and removed by them.

MOVED by Commissioner Mearns, **SECONDED** by Commissioner Loveless,
That the Commission receive the report for information.

CARRIED

b) High Voltage Report

I. Hennigar provided an overview of the report. R. Rieberger advised that in addition to the items listed in the report, it has been discovered that the ground loop of the transformer has been exposed. It will be included in the maintenance project and replaced if needed.

The Commission discussed the following topics:

- The thermal imaging electrical preventative program. R. Rieberger confirmed that the program has been in effect for four years.
- Maintenance of the pole switch. R. Rieberger confirmed that the pole switch is the responsibility of Panorama and not BC Hydro.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Loveless,
That the Commission receive the report for information and approve the transfer of \$20,000 from reserves to fund the High Voltage Maintenance and Upgrade Project.

CARRIED

1) Finance Report

a) February 2014 Financials

H. Johns provided an overview of the report highlighting that revenues have increased and 14 patrons have registered for the 90 and over free lifetime pass.

The Committee discussed the need to monitor the impact that free annual youth passes have on revenue over time.

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

CARRIED

I. Hennigar announced that H. Johns will be retiring at the end of May after 14 years of service with Panorama. He recognized Heather's outstanding contributions in managing financial, administrative and reception services.

Commissioner Loveless left the meeting at 7:35 pm.

2) Program Report
a) 2013 Annual Report

K. Broome provided an overview of the report.

The Commission discussed the following topics:

- First Nations program participation
- Drop in tickets that are issued to groups and additional tickets being purchased before previous ones are redeemed. Commissioner Bryson advised that he will add this to the agenda of an upcoming forum to be held with the District of Central Saanich and First Nations.

8. New Business

a) Sidney Gym

Commissioner Ruffle advised that a gym located in Sidney had recently been purchased and the buyer expressed interest in leasing the facility to Panorama. After discussion, it was agreed that the facility did not meet the needs of Panorama and staff will continue to focus, as outlined in the Strategic Plan, on investigating possible locations for a facility in Central Saanich.

The Commission requested that staff track the last three years of revenue from pass and programs sales categorized by municipality and compare this information against municipal contributions.

b) April 24 Commission Meeting Rescheduled

It was noted that three commissioners will be attending the BC Recreation and Parks Symposium April 23 – 25.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Mearns,
That the Commission reschedule the April 24 Peninsula Recreation Commission meeting to May 1.

CARRIED

9. Adjournment

MOVED by Commissioner Mearns, **SECONDED** by Commissioner McBride,
That the meeting be adjourned at 8:33 pm.

CARRIED

CHAIR

RECORDER