



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, May 01, 2014, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: **Commissioners:** C. Jensen (Chair), T. Chad (Vice Chair), A. Bryson, T. Daly, G. Helmsing, W. Ruffle
Staff: I. Hennigar, Senior Manager; H. Johns, Manager of Administrative Services; D. Ray-Wilks, Acting Manager of Program Services; R. Rieberger, Manager of Facilities and Operations; L. Sneek, Marketing Coordinator, C. Birch, Marketing Assistant; B. Parker, Maintenance and Operations Lead Hand; S. Asdal (recorder),
Absent: L. Cross, J. McNulty, C. Mearns

The meeting was called to order at 7:02 pm.

1. Approval of Agenda

MOVED by Commissioner Ruffle, **SECONDED** by Commissioner Bryson, that the agenda be approved.

CARRIED

2. Adoption of Minutes

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

CARRIED

3. Delegations: There were none

4. Business Arising from the Minutes

a) Drop In Passes Issued to First Nations Groups

The Commission discussed the issue of additional tickets being purchased while large numbers of previously purchased tickets are left unredeemed. H. Johns advised that she would like to provide a credit for any unused tickets and charge accordingly for additional tickets that are purchased.

Commissioner Bryson confirmed that this item will be discussed at the upcoming Community to Community Forums between the District of Central Saanich and Tsawout and Tsartlip First Nation.

I. Hennigar advised that Tsawout First Nation is submitting a bid to host the 2015 Annual Elder Conference and is interested in utilizing Panorama Recreation facilities for the event. I. Hennigar requested that Commissioner Bryson convey to Tsawout First Nation that Panorama Recreation is eager to assist and partner with them.

b) Manager of Program Services

I. Hennigar reported that Dustin Ray-Wilks will continue to act in the position of Manager of Program Services.

c) Memorial Benches

I. Hennigar advised that the benches have been installed and the plaques will arrive within three weeks' time.

d) 90 and Over Free Pass Program

I. Hennigar reported that H. Johns contacted eligible patrons regarding this program and fifteen to twenty patrons now have passes. L. Sneek arranged for an article in the Peninsula Review which was very well received in the community.

e) Arena B Handrails

I. Hennigar advised that this item has been added to the facilities and operations work plan.

f) High Voltage Report

I. Hennigar reported that Panorama Recreation will be closed on June 27 from 10:00 am to 4:00 pm for electrical maintenance. Advance notice will be provided to patrons.

5. Correspondence

- a) Sidney Rotary Club Thank You Letter
- b) Bethany Von Drasek Thank You Card
- c) Peninsula Celebrations Society Thank You Email
- d) Parkland Secondary School Thank You Letter

MOVED by Commissioner Daly, **SECONDED** by Commissioner Bryson,
That the Commission receive the correspondence for information.

CARRIED

6. Editorials

- a) Peninsula News Review – Panorama Thirty Day Fitness Challenge
- b) Seaside Magazine – Barb Brunlees of Sidney Scooters
- c) Times Colonist – T/C Health Challenge – Treats Equal Tradeoffs

MOVED by Commissioner Daly, **SECONDED** by Commissioner Helmsing,
That the Commission receive the editorials for information.

CARRIED

7. Reports

1) BCRPA Symposium Report (Verbal Update)

D. Ray-Wilks and Commissioners Ruffle, Daly and Jensen provided an overview of the April 23 – 25 symposium highlighting the following topics:

- The need to provide additional programming for high school aged patrons as physical education is no longer offered to grade 11 and 12 students
- The importance of providing outdoor programming and equipment
- Information provided at the “Top Ten Strategies for Leadership” presentation
- Recreational organizations providing monthly updates to their municipal councils
- Integrating community planning with recreational programming and planning
- The use of software which web streams classes and allows for increased class capacity without having to increase facility size
- Equipment catalogues provided at the trade show which will assist with the Greenglade Community Centre playground replacement

Commissioner Chad entered the meeting at 7:35 pm.

The Commission discussed the following topics:

- Unstructured play that is incorporated into Panorama programming
- Classes that are offered which provide an alternative to gym workouts
- Programming that will be offered in the event of a school district strike. I. Hennigar confirmed that new programming will not be provided but existing programming will be structured to accommodate increased capacity
- The possibility of staff presenting the 2013 Marketing Report at the June 18 tri-municipal meeting
- D. Ray-Wilks was requested to contact Brian Coward, Park Superintendent at the Town of Sidney, regarding the equipment catalogues

2) Facilities Report

a) March 2014 Facilities Report

- R. Rieberger provided an overview of the report and advised that the fire suppression system upgrade is complete, an additional two hours of maintenance per day has been added to Greenglade and the ice has been removed from Arena A
- Brendon Parker, the Maintenance and Operations Night Shift Lead Hand, was introduced

- R. Rieberger announced that his last day of work will be June 30. He expressed his gratitude for the opportunity to have worked at Panorama Recreation for the last 36 years.

The Commission discussed enlarging the Greenglade parking lot.

3) Finance Report
a) March 2014 Financials

H. Johns provided an overview of the report.

The Commission discussed the following topics:

- Revenue from the Employee Wellness Program
- Reopening of the Sidney fitness centre and its very limited impact on Panorama and Greenglade weight rooms

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

CARRIED

4) Marketing Report
a) 2013 Marketing Report

L. Sneek introduced Carolyn Birch, Marketing Assistant, and provided an overview of the report.

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

CARRIED

b) Marketing Program Assistant Update

I. Hennigar provided an overview of the report.

The Commission discussed the following topics:

- The need to reflect in kind partnerships/sponsorships as an expenditure as well as revenue
- The impact that revenue generated from the position has on the requisition

MOVED by Commissioner Chad, **SECONDED** by Commissioner Ruffle,
That the Commission request staff to proceed with hiring a permanent full time Marketing Program Assistant. The full time position will continue to expand partnerships, sponsorships, facility advertising, social media marketing, community event participation and community

awareness about Panorama Recreation in order to pursue further net revenue growth. The revenue growth generated by the position will continue to exceed covering the costs of the position and create a stronger more vibrant community with stronger connections.

CARRIED

I. Hennigar will contact Human Resources and report back to the Commission in June.

5) Program Report

a) Fees and Charges Report

D. Ray-Wilks provided an overview of the report. The Commission discussed the following topics:

- Panorama locker fees compared to locker fees charged at Saanich facilities
- Thefts from change room lockers. It was confirmed that D. Ray-Wilks is working with North Saanich/Sidney RCMP on this issue.

MOVED by Commissioner Daly, **SECONDED** by Commissioner Chad,
That the Commission proceed with the recommended fee adjustments, with the exception of small and medium locker fees which will remain the same, and grant staff the authority to continue with the employee wellness and customer loyalty programs.

CARRIED

8. New Business

a) Manager of Administrative Services

I. Hennigar announced that Val Leigh-Dorin was the successful candidate for the Manager of Administrative Services position. H. John's last day of work is May 23.

9. Adjournment

MOVED by Commissioner Daly, **SECONDED** by Commissioner Helmsing,
That the meeting be adjourned at 9:22 pm.

CARRIED

CHAIR

RECORDER