



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

Present: **Commissioners:** C. Jensen (Chair), T. Chad, A. Bryson, T. Daly, C. Mearns, Gay Helmsing, W. Ruffle

Staff: J. Goodwin, Acting Senior Manager; A. Liu, Manager, CRD Environmental Engineering; L. Brewster, Acting Manager of Program Services; M. Alsdorf, Fitness, Weights and Rehabilitation Coordinator; B. Parker, Maintenance and Operations Lead Hand; S. Asdal (recorder)

Absent: L. Cross, J. McNulty

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

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes

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

CARRIED

3. Business Arising from the Minutes: There was none.

4. Delegations: There were none.

5. Correspondence

- a) Balfour's Friends Foundation Thank You Letter
- b) St. Paul's United Church Thank You Letter
- c) Spin Cycle Class Fundraiser Thank You Email
- d) Saanich Peninsula Hospital Foundation Thank You Letter
- e) Geoff and Victoria Munday Thank You Card
- f) Stelly's Global Perspectives Thank You Card

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

CARRIED

6. Editorials

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

CARRIED

7. Reports

1) Facilities Report

a) Maintenance Update

J. Goodwin provided an overview of the report highlighting the recent refrigeration plant failure, the need for a new plant and the associated cost. He advised that he had just been informed by CRD Environmental Engineering that additional electrical upgrades would be required to carry out phase one of the refrigeration plant replacement resulting in an additional cost of \$100,000 which was not reflected in the report.

In addition to the recommendations listed in the report, J. Goodwin recommended that the Commission transfer \$79,000 from the capital reserve fund (the amount received from the Saanich Peninsula Wastewater Treatment Plant due to an overbilling) towards the \$100,000 cost.

The Commission discussed the following topics:

- The current condition of the refrigeration plant
- The expected life span of a new plant and the timeline to install it
- The effect of the additional cost on the requisition
- The need for staff to consult the Manager of Administrative Services regarding the \$21,000 that will still be required once funds are transferred from the capital reserve fund

MOVED by Commissioner Chad, **SECONDED** by Commissioner Mearns,
That the Commission rescind the motion to direct staff to transfer the funds received from the Saanich Peninsula Wastewater Treatment Plant into the capital reserve fund for 2014 and decrease the budget transfer in 2015 by the same amount.

CARRIED

MOVED by Commissioner Chad, **SECONDED** by Commissioner Mearns,

1. That the Commission approve the proposed two phase approach for replacement of the refrigeration plant and direct staff to proceed with Phase 1 of the project plus \$100,000 for electrical upgrading for a total budget of \$950,000.
2. That the Commission direct staff to use the \$79,000 received from the Saanich Peninsula Wastewater Treatment Plant with \$21,000 from the 2015 requisition to fund the electrical upgrades.

CARRIED

The Commission requested that staff prepare a press release to advise the public that a new refrigeration plant will be installed.

2) Finance Report

a) October 2014 Financials

J. Goodwin presented the report noting increased maintenance expenses associated with the August 2014 power spike.

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

CARRIED

3) Program Report

a) Smoke Free Policy

The Committee discussed the following topics:

- The inclusion of electronic cigarettes in the CRD Human Resources “Smoking in the Workplace” policy
- Electronic cigarettes are not included in the CRD Clean Air Bylaw
- The enforcement of the Peninsula Recreation Commission Smoke Free Policy
- Educating patrons regarding the banning of electronic cigarettes

MOVED by Commissioner Chad, **SECONDED** by Commissioner Helmsing, that the
Commission amend Smoke Free Policy #01-2008 paragraph two to read:

“The Commission therefore stipulates that within the boundaries of the facilities, properties and grounds under its direct control smoking (including electronic cigarettes) shall be prohibited and that all relevant legislation and regulations will be adhered to or exceeded to ensure a smoke free environment.”

CARRIED

8. New Business

a) Senior Manager’s Comments

Chair Jensen read an email message received from I. Hennigar, Senior Manager thanking the Commission for their dedication, professionalism, accomplishments and personal commitment to the Commission.

b) Chair’s Comments

Chair Jensen acknowledged the contributions, dedication and expertise of outgoing commissioners Bryson, Helmsing and Mearns and thanked them for their service on the Commission.

c) Next Meeting

The Commission cancelled the December 18 meeting to allow for the transition of new members and will next meet on January 22, 2015.

9. Adjournment

MOVED by Commissioner Chad, **SECONDED** by Commissioner Ruffle,
That the meeting be adjourned at 7:58 pm.

CHAIR

RECORDER