



Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, October 27, 2016, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC

Present: **Commissioners:** W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, A. Finall (7:04), H. Gartshore, C. Jensen (for R. Windsor) B. Losie
Staff: L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; J. Goodwin, Manager of Facilities and Operations; V. Leigh-Dorin, Manager of Administrative Services; J. Gray, Community Recreation Coordinator, S. Asdal (recorder)
Absent: S. Price, N. Paltiel

The meeting was called to order at 7:03 pm.

1. Approval of Agenda

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Losie,
That the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Gartshore, **SECONDED** by Alternate Commissioner Jensen,
That the minutes of the September 22, 2016 meeting be adopted.

CARRIED

Commissioner Finall entered the meeting at 7:04 pm.

3. Chair's Remarks

Chair Ruffle remarked on the following:

- The Panorama 2015 Kraft Hockeyville Local Organizing Committee passed over the trophy to the 2016 Hockeyville winners in Lumby, BC
- Melanie Alsdorf was congratulated on her appointment to the manager of program services position
- The British Columbia Parks and Recreation 2017 Symposium is April 5-7 in Kelowna. Commissioners were requested to advise at the January Commission meeting if they would like to attend the symposium.

4. Presentations/Delegations: There were none.

5. Commission Business

a) Service Plan and Budget Review Report

L. Brewster gave a presentation providing an overview of the strategic priorities, service plan highlights, service plan update summary, budget, equipment replacement fund and the capital reserve fund.

The Commission discussed the following topics:

- Service level adjustments for pickleball; staff confirmed these will be included in agenda item 5. c) "2016 May – August Program Report"
- Discussions with Peninsula Soccer Association regarding grant funding
- Temporarily using food trucks until the feasibility of providing food services has been explored
- Staffing requirements at Greenglade Community Centre
- The rationale for the increase in the 2017 requisition request
- Equipment replacement for pool, arena and fitness equipment

MOVED by Vice Chair Chad, **SECONDED** by Alternate Commissioner Jensen, That the Peninsula Recreation Commission recommend to the Capital Regional District Board that the Peninsula Recreation 2017 service plan and budget be approved.

b) 2016 Capital Plan Amendment Report

L. Brewster provided an overview of the report. The Commission sought clarification on the process used to determine which programs will be offered each year and the amount that participation levels need to increase by.

MOVED by Commissioner Finall, **SECONDED** by Commissioner Gartshore, That it be recommended to the Capital Regional District Board that the 2016 Peninsula Recreation Capital Plan and the CRD Financial Plan be amended to include the following project budgets: Greenglade Gym Floor to \$75,000, Greenglade Roof and Drainage to \$245,000, Indoor Tennis Floor to \$160,000 and eliminate the 2016 dehumidifier project.

CARRIED

c) 2016 May – August Program Report

M. Alsdorf provided an overview of the report. The Commission discussed the possibility of the YMCA opening in the Sidney Gateway development project.

MOVED by Commissioner Daly, **SECONDED** by Vice Chair Chad, That the report be received for information.

CARRIED

d) 2016 Play in the Park Program Report

J. Gray provided an overview of the report. The Commission discussed the following topics:

- The cost of the mobile skate park and the possibility of providing skateboards
- How staff decide which parks will host the program and the possibility of having it at Dominion Brook Park

Commissioner Losie left the meeting at 8:11 pm.

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Gartshore,
That the report be received for information.

CARRIED

e) Hockeyville – Verbal Report

J. Goodwin advised that design options have been finalized for the storage units. A request for proposal has been sent to two companies with a proposal deadline set for next week. The estimated completion date is early December.

Commissioner Losie entered the meeting at 8:14 pm.

MOVED by Commissioner Finall, **SECONDED** by Commissioner Gartshore,
That the report be received for information.

CARRIED

f) Arena B Ice Rink Floor Replacement Project – Verbal Report

L. Brewster advised of the following:

- The project team consisting of Melanie Alsdorf, John Goodwin, Val Leigh-Dorin, Andy Liu, and herself will meet bi-weekly
- Moore Wilson Architects Inc. will provide the conceptual design, pre-tender estimates and oversee construction inspections
- The ice season will be extended into March with the project's construction phase beginning in April and ending in September 2017
- A communications plan will be provided as the project moves forward
- Maintenance staff will be visiting two arenas that have recently completed the same project

The Commission discussed the following topics:

- A recent minor hockey game that involved an injury, the subsequent steps that were taken to tend to the player and the need for injury procedures
- Staff confirmed that each team is required to have a safety person onsite trained in injury procedures. Staff will contact the Peninsula Minor Hockey Association to confirm this is being followed and report back to the Commission.
- The displacement of dry floor programs during the project

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Finall,
That the report be received for information.

g) Recreation Software Replacement Project – Verbal Report

L. Brewster advised that the “go-live” date for the software has not yet been determined but is estimated for late November. A page will be dedicated in the upcoming brochure to inform the public of this project. The turnstiles at Panorama will be retrofitted.

6. New Business – There was none.

7. Adjournment

MOVED by Commissioner Finall, **SECONDED** by Commissioner Gartshore,
That the meeting be adjourned at 8:32 pm.

CARRIED

CHAIR

RECORDER