



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, November 24, 2016, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: Commissioners: W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, A. Finall, B. Losie, N. Paltiel (7:02pm), S. Price, J. Thornburgh (for H. Gartshore)
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; S. Asdal (recorder)
Absent: R. Windsor

The meeting was called to order at 7:01pm.

1. Approval of Agenda

MOVED by Alternate Commissioner Thornburgh, **SECONDED** by Commissioner Finall,
That the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Losie, **SECONDED** by Commissioner Finall,
That the minutes of the October 27, 2016 meeting be adopted.

CARRIED

Commissioner Paltiel entered the meeting at 7:02pm.

3. Chair's Remarks

Chair Ruffle remarked that the December 15 Commission meeting will be held at Greenglade Community Centre. Light refreshments will be available at 6:45pm followed by the meeting at 7:00pm at which long term service awards will be presented to staff.

4. Presentations/Delegations: There were none.

5. Commission Business

a) North Saanich Middle School Neighbourhood Learning Centre Operations Report

M. Alsdorf provided an overview of the report and noted that the Centre is within School District 63 and not 62 as stated in the report and that the total revenue reflects the net program revenue.

The Commission discussed the operating budget and the joint use of Panorama Recreation and School District 63 facilities.

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

b) Arena Injury Procedures Report

M. Alsdorf provided an overview of the report and confirmed that Capital Regional District Risk Management is aware of current practices with all user groups and does not recommend a change.

MOVED by Commissioner Finall, **SECONDED** by Commissioner Paltiel,
That staff continue with current practices with ice rental contracts with user groups.

CARRIED

c) October 2016 Statement of Operations Report

V. Leigh-Dorin provided an overview of the report. The Commission sought clarification on the figures for the Employee Wellness Program, pass sales, rentals, wages and benefits.

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

CARRIED

d) Maintenance Projects Report

J. Goodwin provided an overview of the report and advised that Van Isle Containers was awarded the contract to provide the two storage containers. The containers will be onsite within the next two weeks.

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

CARRIED

e) Arena B Floor Replacement Open House – Verbal Report

L. Brewster advised that an open house will be held at Panorama Recreation on December 8 from 5-7pm for arena user groups to view the proposed plans and provide feedback. The architect and staff will be available to answer any questions and provide information about the design and project. Commissioners were invited to attend.

J. Goodwin provided an overview of the proposed plans for the project. The Commission sought clarification on the location of exits and players boxes, the height of arena boards and glass and wheelchair accessibility. It was requested that foot rests be added below the standing rail at the top of the bleachers.

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

CARRIED

f) Recreation Software Replacement Project – Verbal Report

L. Brewster advised that the software “go live” date has been extended to April 4, 2017 due to issues that need to be resolved. The software will be operating in time for ice rental

contracts and the later date will allow for summer program information to be entered into the database.

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

6. **New Business** – There was none.

7. **Adjournment**

MOVED by Commissioner Price, **SECONDED** by Commissioner Finall,
That the meeting be adjourned at 7:46pm.

CARRIED

CHAIR

RECORDER