



PENINSULA RECREATION COMMISSION
Thursday, December 15, 2016 at 7:00pm
Room 6, 2151 Lannon Way, Sidney, BC

AGENDA

1. Approval of Agenda
 2. [Adoption of Minutes of November 24, 2016](#)
 3. Chair's Remarks
 4. Employee Recognition
 5. Presentations/Delegations
 6. Commission Business
 - a) [Maintenance Projects Report](#)
 - b) Arena B Floor Replacement Conceptual Drawings – Verbal Report
 - c) [2017 Peninsula Recreation Commission Meeting Dates Report](#)
 7. Correspondence
 - a) [Correspondence from Phil DiBattista, Peninsula Lacrosse, re: Arena Boards](#)
 8. New Business
 9. Adjournment
- Next Meeting – January 26, 2017 @ 7:00pm

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**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



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, DECEMBER 15, 2016**

SUBJECT **Maintenance Projects**

ISSUE

To provide an update to the Peninsula Recreation Commission.

BACKGROUND

The maintenance department has been working on various projects preparing for seasonal events. The following is a list of projects for December:

- **A Touch of Salt Spring Craft Show**
The annual event was held on December 2-4 in the tennis facility and was well attended from visitors across the Greater Victoria region.
- **Sidney Sparkles Parade**
Staff transformed our utility trailer into a sleigh complete with lights, decorations and reindeer for our mascot Slider. The project was a team effort from the various departments to create a parade float for the community event.
- **Arena B Floor Replacement Project – April 3 to September 31, 2017**
An open house on December 8 from 5-7pm was well attended by the various users groups and information was presented on the proposed plans shown during the open house.
- **Winter Signage Updates**
Winter ice alert signage has been installed at various entrances/exits to indicate to patrons when freezing weather and/or icy conditions may be present. This is done yearly to bring to the attention of all users that icy conditions may exist around the facility when colder weather is present. Staff and contractors are utilized for salt spreading and snow removal as required for winter operations.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

John Goodwin
Manager of Facilities and Operations

Lorraine Brewster
Senior Manager
Concurrence

JG:sa



REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, DECEMBER 15, 2016

SUBJECT 2017 Peninsula Recreation Commission Meeting Dates

ISSUE

To provide the Peninsula Recreation Commission with 2017 meeting dates.

BACKGROUND

The Commission has traditionally met on the fourth Thursday of each month (July, August and December excepted). Following this precedent, the following dates are proposed for 2017:

- January 26
- February 23
- March 23
- April 27
- May 25
- June 22
- July 27 – Call of the Chair
- August 24 – Call of the Chair
- September 28
- October 26
- November 23
- December 14

RECOMMENDATION

That the Peninsula Recreation Commission approve the proposed 2017 Commission meeting dates.

A handwritten signature in black ink, appearing to read 'Lorraine Brewster', is written over a horizontal line.

Lorraine Brewster
Senior Manager

LB:sa

From: Phil DiBattista
Sent: Wednesday, November 30, 2016 11:32 AM
To: John Goodwin ; Lorraine Brewster
Subject: Re-Using Boards from Arena B

Hi John,

My name is Phil DiBattista, I coach peninsula hockey with Jason Fletcher and I am the Vice President of Peninsula Lacrosse.

Jason and I had been talking about the upcoming renovations to Arena B and he had mentioned about the boards being able to be reused. He suggested that I reach out to you to determine if there was a plan for the boards after they have been removed.

In conjunction with the facilities at Panorama, Peninsula Lacrosse utilizes the outdoor lacrosse box at Centennial Park in Central Saanich. The box has needed repairs for some time but obviously comes at a price. After my conversation with Jason it got me to thinking about the possibility of re-using the boards at the outdoor box. Jason provided me with your contact information to start asking some questions.

If you could let me know if there is a plan for the boards or if there is a possibility of getting a hold of them.

Thanks in advance for your time

Phil DiBattista
VP - Peninsula Lacrosse