



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Wednesday, January 18, 2017, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: **Commissioners:** W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, H. Gartshore, B. Losie, N. Paltiel, S. Price, R. Windsor,
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: A. Finall
Also Present: C. Wilson, G. Bearham, Moore Wilson Architects

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

1. Election of Vice Chair (*pursuant to Section 792 of the Local Government Act*)

Chair Ruffle called for nominations for the position of Vice Chair of the Peninsula Recreation Commission for 2017.

Commissioner Price nominated Commissioner Chad.
Commissioner Chad accepted.

Commissioner Windsor nominated Commissioner Paltiel.
Commissioner Paltiel declined.

Chair Ruffle called for nominations a second and third time and hearing none declared nominations closed.

Chair Ruffle declared Commissioner Chad Vice Chair of the Peninsula Recreation Commission for 2017.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Losie,
That the minutes of the December 15, 2016 meeting be adopted.

CARRIED

4. Chair's Remarks

Chair Ruffle remarked that Dustin Ray-Wilks, Panorama Recreation Community Recreation Coordinator/Recreation Management Software Project Lead, has accepted a position with

the Strathcona Regional District. The Commission expressed their appreciation for Dustin's many contributions and accomplishments and wished him well in his new position.

5. **Presentations/Delegations:** There were none.

6. **Commission Business**

a) Arena B Floor Replacement Project – Verbal Report

L. Brewster provided a PowerPoint presentation outlining the original scope of the project, original estimated construction costs, extra capital costs due to increased construction costs, other changes to the project, revised estimated costs, revised budget funding for 2017 capital projects and timeline for the project.

C. Wilson outlined the changes to the project since the original cost estimate:

- A direct floor replacement is not possible as originally estimated as area is too small
- Accelerated construction activity in Victoria resulting in increased price levels
- Refrigeration piping requires upgrading to meet WorkSafe requirements
- 12% construction contingency required to address any issues that may arise
- Metal boards to be replaced with aluminum to provide more flex and reduce injuries
- Soft sills to be added to further reduce injuries
- Floor must be moved due to increased player box size, timekeeper boxes, penalty boxes and one row of seating to be relocated, standing rail to be added above top row of seating
- Replacement of bottom risers to meet height and material code requirements, guard rails to be added
- Railing to be installed on staircase

The Commission discussed the contingency required, concrete to be used in the flooring, prequalification of concrete and board suppliers and life span of the Arena B boiler system.

b) 2017 Capital Plan Amendment Report

L. Brewster provided an overview of the report. The Commission sought clarification on the cost increase for the recreation software replacement project.

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Paltiel,
That it be recommended to the Capital Regional District Board that the 2017 Peninsula Recreation Capital Plan be amended to include the following revised project budgets: the ice floor replacement – \$2,200,000, recreation software replacement – \$26,000 and eliminate the arena insulation, Arena B boiler and weight room HVAC projects.

CARRIED

c) 2016 Operating Surplus Report

V. Leigh-Dorin provided an overview of the report.

MOVED by Commissioner Price, **SECONDED** by Vice Chair Chad,

That the transfer of the 2016 operating surplus to the capital reserve fund be approved.

CARRIED

d) Maintenance Projects Report

J. Goodwin provided an overview of the report. The Commission sought clarification on ice rental rates for the Winter Wonderland event. Staff were commended for doing a great job organizing this event as well as the First Night New Year's Eve event.

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

CARRIED

e) 2017 Peninsula Recreation Commission Meeting Date – Revised Report

L. Brewster provided an overview of the report and requested that the February 23 meeting date be changed to February 16 in order to award the Arena B floor replacement project tender.

MOVED by Commissioner Price, **SECONDED** by Vice Chair Chad,
That the proposed 2017 Commission meeting dates be approved with the revision of February 23 to February 16.

CARRIED

f) British Columbia Recreation and Parks Association (BCRPA) Symposium – Verbal Report

L. Brewster distributed a handout to Commissioners with the symposium date, location, and instructions for registering as a BCRPA member. The symposium conference guide and registration details will be posted on the BCRPA website by next week. Commissioners were requested to inform L. Brewster if they are interested in attending.

7. New Business

8. Adjournment

MOVED by Commissioner Losie, **SECONDED** by Commissioner Gartshore,
That the meeting be adjourned at 7:55pm.

CARRIED

CHAIR

RECORDER