



PENINSULA RECREATION COMMISSION
Thursday, January 25, 2018 at 7:00pm
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Approval of Agenda
2. [Adoption of Minutes of November 23, 2017](#)
3. Chair's Remarks
4. Presentations/Delegations
 - a) Presentation: Liz Ferris, Capital Regional District Climate Action Analyst, Re: Electric Vehicle Charging Stations
5. Commission Business
 - a) [2017 Operating Surplus Report](#)
 - b) [Maintenance Update Report](#)
 - c) British Columbia Recreation and Parks Symposium – Verbal Report
 - d) [2018 Peninsula Recreation Commission Meeting Dates Report](#)
 - e) Forest Explorers Program, Fall 2017 – Verbal Report
6. New Business
7. Adjournment

Next Meeting – February 22, 2018 @ 7:00pm

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**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, November 23, 2017, in Room 6, 2151 Lannon Way, Sidney BC**

Present: **Commissioners:** W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, H. Gartshore, S. Price, C. Stock (for A. Finall), R. Windsor
Staff: L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; J. Gray, Community Recreation Coordinator; M. King, Arena Coordinator; S. Asdal (recorder)
Absent: B. Losie, N. Paltiel

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

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Gartshore,
That the minutes of the October 19, 2017 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle thanked Commissioner Gartshore for her assistance with the October 25 celebration event for staff. He commended Lisa Sneek, Marketing Coordinator, for producing an excellent January to June 2018 program brochure as well as all staff that contributed.

4. Presentations/Delegations: There were none.

5. Commission Business

a) Employee Recognition

Chair Ruffle, M. Alsdorf, J. Gray and M. King presented employees with five, ten and fifteen year service awards. The recipients were recognized for their contributions and thanked for their dedication and commitment.

b) Canadian Tire Jumpstart Swim Lessons Report

M. Alsdorf provided an overview of the report.

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

CARRIED

c) Panorama Recreation Out of School Care Report

J. Gray provided an overview of the report. The Commission sought clarification on transportation arrangements.

L. Brewster noted that, as previously mentioned during the budget presentation at the October 19 Commission meeting, a request will be coming forward to the Commission for additional staffing.

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

CARRIED

d) No Charge Facility Rentals Report

M. Alsdorf provided an overview of the report. The Commission sought clarification on the history of free boardroom use for user group annual general meetings.

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Gartshore, That community groups requesting a waiver or reduction of facility rental and/or equipment rental charges must bring this request forward to staff. Staff will bring requests forward to the Peninsula Recreation Commission for consideration twice annually, at regular Commission meetings.

MOVED by Commissioner Daly, **SECONDED** by Alternate Commissioner Stock, That the main motion be amended as follows: That community groups requesting a waiver or reduction of facility rental and/or equipment rental charges must bring this request forward to staff. Staff will bring requests forward to the Peninsula Recreation Commission for consideration twice annually, at regular Commission meetings. Requests that do not meet the twice annual schedule will be forwarded to staff for decision. Staff will forward their decision to the Commission.

CARRIED

The question on the main motion was called.

MOVED by Alternate Commissioner Stock, **SECONDED** by Commissioner Price, That community groups requesting a waiver or reduction of facility rental and/or equipment rental charges must bring this request forward to staff. Staff will bring requests forward to the Peninsula Recreation Commission for consideration twice annually, at regular Commission meetings. Requests that do not meet the twice annual schedule will be forwarded to staff for decision. Staff will forward their decision to the Commission.

CARRIED

6. Correspondence

a) Correspondence from Adam Olsen, MLA, re: Arena B Ice Rink Floor Replacement Project

Chair Ruffle reviewed the correspondence.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Price,
That the correspondence be received for information.

7. New Business

a) December 14, 2017 Peninsula Recreation Commission Meeting

The Commission discussed the possibility that many commissioners may not be able to attend the meeting.

MOVED by Commissioner Daly, **SECONDED** by Commissioner Gartshore,
That the December 14, 2017 Peninsula Recreation Commission meeting be cancelled.

CARRIED

8. Adjournment

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Price,
That the meeting be adjourned at 7:33pm.

CARRIED

CHAIR

RECORDER



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 25, 2018**

SUBJECT 2017 Operating Surplus

ISSUE

To seek approval to transfer any 2017 operating surplus to capital reserves to meet the February 9 deadline.

BACKGROUND

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the capital reserve fund to help fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2017 but the exact figure will not be finalized until closer to the February deadline as accrued payroll, internal interest and other payables are yet to be determined.

At the October Commission meeting an updated 25-year long term capital plan was presented. There are over \$3.6M in capital projects and equipment replacement planned for 2018 - 2022. Staff will continue to search for grant opportunities but without a guarantee of these funds the planned projects must be funded from reserves or debt borrowing. After completing the replacement of the Arena B floor and boards, ice plant and dehumidification the reserves have been depleted to the point that the 2019 balance is projected to go as low as \$100,000 with funding by requisition alone. The balance in the reserve fund relies on contributions as budgeted and is supplemented by surpluses from sinking funds as debt issues expire and operating surpluses occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure deficit.

ALTERNATIVES

1. That the Peninsula Recreation Commission approve transfer of the 2017 operating surplus to the capital reserve fund.
2. That the Peninsula Recreation Commission not approve transfer of the 2017 operating surplus to the capital reserve fund.

ECONOMIC IMPLICATIONS

Transferring operating surplus to the capital reserves helps to provide an additional source of funding to the reserve. Reserves are necessary to ensure the long term sustainability of infrastructure, to help match grant funding for large capital projects and to be available in cases of unscheduled emergency replacement of major equipment or infrastructure.

Carrying forward operating surplus into the next year's operations and reducing requisition by the same, causes fluctuations on tax requisition, takes away funds from the capital reserves and encourages spending of operating funds at year-end so as to not 'lose' the surplus.

CONCLUSION

The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring the long term sustainability of infrastructure dependent services such as Panorama Recreation. As with all capital reserve funds, the resources to build the proposed reserve funds can either be part of the respective service's budget or result from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their capital reserves and the Peninsula Recreation Commission has followed this practice.

RECOMMENDATION

That the Peninsula Recreation Commission approve transfer of the 2017 operating surplus to the capital reserve fund.



Val Leigh-Dorin, CPA, CGA
Manager of Administrative Services



Lorraine Brewster
Senior Manager
Concurrence

VLD:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 25, 2018**

SUBJECT Maintenance Update

ISSUE

To provide information on the maintenance department.

BACKGROUND

Ammonia Plant Safety Orders

In response to the recent tragic industrial incident involving an ammonia refrigeration system in Fernie, British Columbia, WorkSafeBC launched an ammonia inspection initiative for all ice rinks and recreation facilities throughout British Columbia.

On December 14, 2017, WorkSafeBC performed an on-site inspection and issued six orders of compliance. These orders are all procedural in nature.

Staff responded to WorkSafeBC in writing to all of the orders, providing our planned course of action and expected compliance dates for each order.

Technical Safety BC has issued two province wide safety orders, both of which Panorama is in complete compliance with.

Greenglade Community Centre Drainage

Greenglade Community Centre's drainage pump has been backing up due to a partial obstruction downstream in the Town of Sidney's storm drainage system.

Sidney staff believe the partial blockage is being caused by a tree root system from a neighbouring property. The blockage was flushed which provided some temporary relief.

Staff are continuing to monitor the drainage on site and will develop a plan in conjunction with Sidney to address the issue moving forward.

Arena A Domestic Hot Water

The natural gas hot water tank that services Arena A has failed for the second time in the past five years.

In consultation with Capital Regional District Engineering, staff have hired Avalon Mechanical Consultants to do an informal assessment of our domestic hot water demands and make recommendations to replace the existing hot water tank or to move to a more efficient and durable system.

Two temporary hot water tanks have been installed to meet our requirements while the evaluation process takes place.

Staff will gather quotes for equipment replacement based on the consultants' recommendations.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.



Matt Curtis
Manager of Facilities and Operations



Lorraine Brewster
Senior Manager
Concurrence

MC:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 25, 2018**

SUBJECT 2018 Peninsula Recreation Commission Meeting Dates

ISSUE

To provide the Peninsula Recreation Commission with 2018 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 2018:

- February 22
- March 22
- April 26
- May 24
- June 28
- July 26 – Call of the Chair
- August 23 – Call of the Chair
- September 27
- October 25
- November 22
- December 13

RECOMMENDATION

That the Peninsula Recreation Commission approve the proposed 2018 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