



**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, January 24, 2019, in the Boardroom, 1885 Forest Park Drive,  
North Saanich, BC**

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**Present:** **Commissioners:** W. Ruffle (Chair), T. Daly (7:22), S. Garnett (for C. Rintoul), H. Gartshore (Vice Chair), C. McNeil-Smith, G. Orr, N. Paltiel, B. Thompson (for R. Windsor)  
**Staff:** L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; M. Curtis, Manager of Facilities and Operations; A. Sharp, Manager of Administrative Services; S. Asdal (recorder)

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

**1. Election of Vice Chair (pursuant to Section 215 of the Local Government Act)**

Chair Ruffle called for nominations for the position of Vice Chair of the Commission for 2019.

Commissioner Orr nominated Commissioner Gartshore. Commissioner Gartshore accepted.

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

Chair Ruffle declared Commissioner Gartshore Vice Chair of the Commission for 2019 by acclamation.

**2. Approval of Agenda**

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Orr,  
That the agenda be approved with the addition of 7. a) Correspondence Re: Central Saanich Facility.

**CARRIED**

**3. Adoption of Minutes**

**MOVED** by Commissioner Paltiel, **SECONDED** by Vice Chair Gartshore,  
That the minutes of the October 25, 2018 meeting be adopted.

**CARRIED**

**4. Chair's Remarks**

Chair Ruffle welcomed new Commission members and alternates and remarked on the correspondence received regarding the exemplary care given by aquatics staff during a recent medical emergency.

**MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner McNeil-Smith,  
That on behalf of the Commission, thanks be conveyed to staff that were involved in the incident.

**CARRIED**

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

T. Daly entered the meeting at 7:22pm.

6. **Commission Business**

a) **Budget 2019 – Verbal Report**

L. Brewster provided a presentation of the 2019 budget highlighting the service plan summary, equipment replacement fund and capital reserve fund.

The Commission discussed the following topics:

- Number of participants in Shiny Hockey and Stick and Puck programs
- Staff wages and the new Medical Services Plan premiums
- Replacement options for the Panorama Recreation passenger van
- LED lights in the tennis facility
- Displaying yearly percentage increases rather than just the overall percentage average

**MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner McNeil-Smith,  
That the budget be provided on a quarterly basis with percentages shown for each line item for each period.

**CARRIED**

b) **2019 Service Plan Review Process and Budget Approval Report**

**MOVED** by Commissioner Paltiel, **SECONDED** by Vice Chair Gartshore,

That the Peninsula Recreation Commission recommend to the Capital Regional District Board:

That the 2019 service plan and budget be approved as presented.

**CARRIED**

c) **2018 Operating Surplus Report**

A. Sharp provided an overview of the report and advised that the dehumidification replacement should not have been included in the report. The project is on hold until an assessment is completed.

The Commission discussed the allocation of operating surplus in previous years.

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Daly,  
That the transfer of the 2018 operating surplus to the capital reserve fund be approved.

**CARRIED**

d) **Facility Rental Fee Adjustments Report**

M. Alsdorf provided an overview of the report. The Commission discussed the increased use request for Saanich Peninsula Wastewater Commission meetings. It was noted that the January meeting was held at the Wastewater Treatment Plant and staff were requested to confirm if meetings will be held at Panorama Recreation going forward.

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Daly,  
That waiving of the facility rental fees as outlined in Table 1 be approved.

**CARRIED**

**e) Maintenance Update Report**

M. Curtis provided an overview of the report.

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

**CARRIED**

**f) Caregiver Respite Program Report**

M. Alsdorf provided an overview of the report. The Commission discussed the program catchment area and staff training.

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

**CARRIED**

**g) 2019 Peninsula Recreation Commission Meeting Dates**

L. Brewster provided an overview of the report. The Commission requested that the April 11 meeting be moved to April 10.

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Paltiel,  
That the 2019 Commission meeting dates be approved as amended.

**CARRIED**

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

L. Brewster advised that this year's Symposium will be held May 1–3 in Whistler, BC with early bird registration in February. Funds are available for three commissioners to attend. Interested commissioners were requested to notify Shannon Asdal.

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

**CARRIED**

**7. New Business**

**a) Correspondence Re: Central Saanich Facility**

Correspondence was received from a patron regarding the need for a weight room facility in Central Saanich. The Commission discussed the following topics:

- Determining facility needs on the Saanich Peninsula is a priority listed in the 2016-2019 Panorama Recreation Strategic Plan
- The former Vancouver Island Fitness (V.I. Fitness) facility in Central Saanich

- Increased use of the Panorama Recreation weight room since the closure of V.I. Fitness
- The need to find an existing space in Central Saanich

**MOVED** by Commissioner Orr, **SECONDED** by Commissioner Daly,  
That the correspondence be received for information.

**CARRIED**

**8. Motion to Close the Meeting**

**MOVED** by Alternate Commissioner Thompson, **SECONDED** by Commissioner Paltiel,  
That the Commission close the meeting in accordance with the Community Charter Part 4,  
Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or  
improvements, if the Commission considers that disclosure could reasonably be expected to  
harm the interests of the Board.

**CARRIED**

The Commission moved to the closed session at 8:18pm.  
The Commission rose from the closed session at 8:35pm without report.

**9. Adjournment**

**MOVED** by Alternate Commissioner Thompson, **SECONDED** by Commissioner Paltiel,  
That the meeting be adjourned at 8:35pm.

**CARRIED**

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CHAIR

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RECORDER