



**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, February 21, 2019, in the Boardroom, 1885 Forest Park Drive,  
North Saanich, BC**

---

**Present:** **Commissioners:** W. Ruffle (Chair), T. Daly, K. Frost, J. McClintock (for H. Gartshore), C. McNeil-Smith, G. Orr, N. Paltiel (7:02pm), C. Rintoul  
**Staff:** L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; M. Curtis, Manager of Facilities and Operations; A. Sharp, Manager of Administrative Services; L. Sneek, Marketing Coordinator; S. Asdal (recorder)  
**Absent:** R. Windsor

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

**1. Approval of Agenda**

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Daly,  
That the agenda be approved.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Orr,  
That the minutes of the January 24, 2019 meeting be adopted.

**CARRIED**

Commissioner Paltiel entered the meeting at 7:02pm.

**3. Chair's Remarks**

Chair Ruffle remarked on the well publicized and attended Hometown Hockey event held at Panorama Recreation on February 15. Thanks to Lisa Sneek, Marketing Coordinator, for her assistance in making it a success.

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

**5. Commission Business**

**a) 2018 Special Events Report**

L. Sneek provided an overview of the report. The Commission suggested that for special skating events (e.g. Winter Wonderland), separate areas be designated for beginner and advanced skaters to increase safety for all participants.

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

**CARRIED**

**b) December 2018 Year End Financial Report**

A Sharp provided an overview of the report. The Commission commended staff on the favourable revenue and surplus amounts. L. Brewster advised that additional staff positions will be proposed in the 2020 budget to meet increased participation levels.

The Commission discussed the following topics:

- The increase in pass sales and admissions
- Remaining funds in the advertising budget
- Ensuring the public is aware of how the operating surplus will be utilized
- What is an appropriate amount of surplus funds
- Estimated timeline for the business case regarding increased service levels

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

**CARRIED**

**c) 2018 Annual Program Report**

M. Alsdorf provided an overview of the report.

The Commission discussed the following topics:

- The excellent programs offered and the effective use of facility space
- The need for signage and extra monitoring of the weight room during busy times to remind patrons of etiquette
- Parameters used to determine whether a registered program is successful
- Success of physical literacy project
- Impacts of snowfalls and power outage

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

**CARRIED**

**d) Update on Snow Closures – Verbal Report**

M. Curtis advised that Panorama Recreation, due to snowfall, closed early on February 10 and 11 and had a delayed opening on February 12. On February 13, a 12 hour power outage occurred resulting in the facility's closure. Emergency exits were closed due to snow falling from sloped roofs. Damage has been sustained to roof gutters and curbs; repairs will begin once snow has melted from roofs.

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

**CARRIED**

**6. New Business:** There was none.

7. Adjournment

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Paltiel,  
That the meeting be adjourned at 7:49pm.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER