



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

Present: **Commissioners:** W. Ruffle (Chair), B. Fallot (for C. McNeil-Smith), H. Gartshore (for G. Orr), C. Jensen (for R. Windsor), J. McClintock (for H. Gartshore), N. Paltiel, C. Rintoul
Staff: L. Brewster, Senior Manager; Melanie Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; A. Sharp, Manager, Administrative Services; S. Asdal (recorder)
Absent: Commissioner Daly, Commissioner Frost

The meeting was called to order at 6:57 pm.

1. Approval of Agenda

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Rintoul,
That the agenda be approved with the addition of item 6. a) School District 63 Strike.

CARRIED

2. Adoption of Minutes

MOVED by Alternate Commissioner Jensen, **SECONDED** by Alternate Commissioner Gartshore,
That the minutes of the September 19, 2019 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle remarked that the International Tennis Federation Junior Championship hosted by Panorama Recreation was very successful with over 100 entries. Thanks to Eric Knoester, Racquet Sports Coordinator, and Panorama staff for providing a great event. Chair Ruffle also remarked that some commissioners attended a recent Peninsula Panthers hockey game to show their support for the team.

4. Presentations/Delegations: There were none.

5. Commission Business

a) 2020 Service Plan Review Process and Budget Approval Report

L. Brewster and A. Sharp provided an overview of the report and a PowerPoint presentation.

The commission discussed the following topics:

- Salaries and wages budgeted for 2019 compared to estimated year-end figures
- Impact of additional program revenue on increased salaries and wages costs

- Status of new positions requested for maintenance, arena, reception and inclusion and youth services
- The role of the inclusion and youth services position
- Higher overall municipal requisition contributions for 2020 over 2019 but lower costs per \$100,000. Staff were requested to confirm 2020 figures.
- Percentage of advertising budget allocated to print and social media
- Challenges with recruitment of staff
- Natural gas rate for the District Energy System
- Allocating surplus to capital reserves verses paying off debt
- Funding for energy recovery project
- Cost recovery for fitness equipment

MOVED by Alternate Commissioner Gartshore, **SECONDED** by Alternate Commissioner Fallot,

That the Peninsula Recreation Commission recommend to the Capital Regional District Board that the attached 2020 service plan and budget be approved as presented.

CARRIED

b) 2019 Third Quarter Financial Statement of Operations Report

A. Sharp provided an overview of the report. The commission discussed advertising revenue from the Arena B screen.

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

CARRIED

c) BC Accessibility Grants Program – Verbal Report

- M. Alsdorf advised that Panorama Recreation was successful in securing a \$20,000 accessibility improvement project grant.
- In 2018 the Rick Hansen Foundation completed an accessibility assessment of Panorama and provided recommendations for improvement.
- The grant will target some of the areas identified including automatic doors for arena entrances and washrooms and improving the access buttons for Panorama's automatic doors at the main entrance.
- Project completion date is anticipated for year-end.

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

CARRIED

6. New Business

- a) **School District 63 Strike:** L. Brewster and M. Alsdorf advised that Panorama Recreation will be offering non-instructional programs as well as everyone welcome swims and skates during the support staff strike. The commission discussed staffing, program costs and cost recovery.

7. Adjournment

MOVED by Alternate Commissioner Fallot, **SECONDED** by Commissioner Paltiel,
That the meeting be adjourned at 8:20 pm.

CHAIR

RECORDER