



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, November 28, 2019, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: **Commissioners:** W. Ruffle (Chair), H. Gartshore (Vice Chair), T. Daly, K. Frost, C. McNeil-Smith, G. Newton (for N. Paltiel), G. Orr, 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 Windsor

The meeting was called to order at 6:59 pm.

1. Approval of Agenda

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Rintoul, That the agenda be approved with the switching of items 6 and 7 and that Employee Wellness be added as item 6 a).

CARRIED

2. Adoption of Minutes

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Rintoul, That the minutes of the October 24, 2019 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle remarked that Panorama Recreation will be hosting its annual Winter Wonderland event from December 21, 2019 to January 1, 2020. Chair Ruffle also advised that praise was received from a patron regarding a Panorama lifeguard that provided first aid during a recent medical incident. The commission requested that a letter of recognition be sent to the staff member.

4. Presentations/Delegations: There were none.

5. Commission Business

a) Fitness, Weights and Rehabilitation Update Report

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- The ending of the Island Health partnerships
- Equipment replacement and optimizing the use of space in the Panorama weight room
- Drop-in visit increases verses revenue increases
- The number of adult drop-in visits and fees

- Future growth projections
- Recent closures and openings of private fitness facilities on the Saanich Peninsula and the impact on Panorama Recreation

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

CARRIED

b) North Saanich Middle School Neighbourhood Learning Centre Operations Report

M. Alsdorf provided an overview of the report. The commission discussed room rentals, revenue and programming.

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

CARRIED

c) Programming During School District 63 Strike – Verbal Report

M. Alsdorf reported that gross revenue generated from programming was \$23,261. There were 1037 registrations and 74 children per day in camp, amounting to an extra 300 visits per day.

The commission discussed the excellent work of staff in organizing programming on short notice, the positive media coverage and how helpful the programming was to families.

MOVED by Commissioner Orr, **SECONDED** by Vice Chair Gartshore,
That staff be acknowledged and thanked for their substantial efforts to provide programming during the recent School District 63 strike.

CARRIED

d) Facility Rental Fee Adjustments Requests Report

M. Alsdorf provided an overview of the report. The commission discussed additional requests that may come forward and the process for facility rental fee adjustment requests.

MOVED by Commissioner Rintoul, **SECONDED** by Alternate Commissioner Newton,
That the facility rental fees be waived as outlined in Table 1.

CARRIED

e) December Commission Meeting – Verbal Report

L. Brewster advised that the next commission meeting is scheduled for December 12. Given the short time period between the November and December meetings, the commission decided not to meet on December 12 unless an issue arose requiring attention. The next meeting is scheduled for January 23.

6. New Business

a) Employee Wellness Program

The commission discussed the request for proposal that went out in October for the small business portion of the program. M. Alsdorf advised that due to the Chamber of Commerce's

decision not to administer the program in 2020, Panorama Recreation staff will gather feedback from program participants to determine how to continue to support workplace wellness objectives.

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

CARRIED

7. **MOVED** by Commissioner Orr, **SECONDED** by Vice Chair Gartshore,
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

8. **Adjournment**

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Rintoul,
That the meeting be adjourned at 8:16 pm.

CARRIED

CHAIR

RECORDER