



**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, January 23, 2020, in the Boardroom, 1885 Forest Park Drive,  
North Saanich, BC**

---

**Present:**       **Commissioners:** (Chair), T. Daly, H. Gartshore (Vice Chair), R. Imrie, C. McNeil-Smith, N. Paltiel, G. Orr, C. Rintoul, R. Windsor  
**Staff:**         L. Brewster, Senior Manager; Melanie Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; A. Sharp, Manager, Administrative Services; L. Sneek, Marketing Coordinator; S. Asdal (recorder)  
**Absent:**         Commissioner Frost

L. Brewster called the meeting to order at 7:05 pm.

**1. Election of Chair**

L. Brewster called for nominations for the position of Chair of the Peninsula Recreation Commission.

Commissioner Windsor nominated Commissioner Daly. Commissioner Daly accepted the nomination.

L. Brewster called for nominations a second time.

L. Brewster called for nominations a third and final time.

Hearing no further nominations, L. Brewster declared Commissioner Daly Chair of the Peninsula Recreation Commission for 2020 by acclamation.

**CARRIED**

**2. Election of Vice Chair**

Chair Daly called for nominations for the position of Vice Chair of the Peninsula Recreation Commission for 2020.

Commissioner Paltiel nominated Commissioner Gartshore. Commissioner Gartshore accepted the nomination.

Chair Daly called for nominations a second time.

Chair Daly called for nominations a third and final time.

Hearing no further nominations, Chair Daly declared Commissioner Gartshore Vice Chair of the Peninsula Recreation Commission for 2020 by acclamation.

**3. Approval of the Agenda**

**MOVED** by Commissioner Rintoul, **SECONDED** by Commissioner Paltiel,  
That the agenda be approved.

**4. Adoption of Minutes**

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,  
That the minutes of the November 28, 2019 meeting be adopted.

**CARRIED**

**5. Chair's Remarks**

Chair Daly remarked on the well-deserved recognition of Wayne Ruffle and the certificate of appreciation for his years of service to the commission.

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

**7. Commission Business**

**a) 2019 Special Events Report**

L. Sneek provided an overview of the report. L. Brewster advised of the positive impact that special events have on program revenue.

The commission discussed the following points:

- past movie nights in the pool facility
- great work in promoting Panorama Recreation through special events
- Panorama Recreation's level of involvement in the Terry Fox Run

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

**CARRIED**

**b) 2019 Operating Surplus Report**

A. Sharp provided an overview of the report. L. Brewster advised of the unpredictable nature of program revenue, Panorama's aging facilities and climate change policy requirements regarding equipment replacement. The commission discussed the following points:

- estimated amount of operating surplus
- amount allocated to capital reserves in 2019
- potential impacts of upcoming federal government child care subsidies on Panorama's out of school care registration
- amount allocated for capital reserve fund during the creation of the budget
- whether there is an operating reserve fund
- implications of not having an operating surplus

**MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner Orr,  
That the transfer of the 2019 operating surplus to the capital reserve fund be approved.

**CARRIED**

**c) Peninsula Minor Hockey Association Facility Rental Fee Adjustment Request – Verbal Report**

Commissioner Rintoul left the meeting at 7:34 pm citing a potential conflict of interest as a member of the local organizing committee for the 2019-2020 Midget T2 BC Hockey Championships.

L. Brewster provided an overview of the request and advised that seven teams instead of eight will be participating. M. Alsdorf outlined possible impacts to arena programming and revenue.

The commission discussed the following points:

- whether discounts have been given by other recreation centres in previous years for the tournament
- possible discount options that Panorama could offer
- past tournaments that Panorama has hosted
- current ice and room rental rates
- possible maintenance expenses associated with the tournament

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,  
That the youth non-prime ice rental rate be offered to Peninsula Minor Hockey Association and the Arena Concourse Room rental be offered free of charge.

**CARRIED**

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner Imrie,  
That staff explore the policies of other recreation facilities regarding requests from non-profit organizations for discounted rentals.

**CARRIED**

Commissioner Rintoul returned to the meeting at 7:54 pm.

**d) Maintenance Update Report**

M. Curtis provided an overview of the report. The commission discussed the timing of the storage system installation and the resale value for the ice resurfacers.

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

**CARRIED**

**e) 2020 Peninsula Recreation Commission Meeting Dates Report**

L. Brewster provided an overview of the report. Commissioners discussed whether a December meeting was needed given the short amount of time between the November and December meetings.

**MOVED** by Commissioner Rintoul, **SECONDED** by Commissioner Windsor,  
That the December 10 meeting be changed to “call of the chair” and that the 2020 commission meeting dates be approved as amended.

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

9. Adjournment

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,  
That the meeting be adjourned at 8:02 pm.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER