

Minutes of a Meeting of the Peninsula Recreation Commission

Held Thursday, September 28, 2023, in the Panorama Boardroom

1885 Forest Park Drive, North Saanich BC

**Present**

Commissioners:R. Imrie (Chair), N. Paltiel (Vice-Chair), C. McNeil-Smith, P. DiBattista, K. Frost, S. Garnett, S. Riddell (for R. Windsor)

Staff:L. Brewster, Senior Manager; K. Beck, Manager, Program Services; A. Sharp, Manager, Administrative Services; M. Medland, Senior Financial Advisor, Finance and Technology; S. Henderson, Senior Manager, Real Estate; D. Toso (Recorder)

Guests:Dale Puskas, Director of Engineering, District of Central Saanich

**Regrets**

Commissioners:R. Windsor; P. Jones; P. Murray

The meeting was called to order at 6:02 pm

1. **Territorial Acknowledgement**

Commissioner Frost provided a territorial acknowledgement.

1. **Approval of Agenda** – The agenda was amended to reverse the order of items 6.3 and 6.6.

**MOVED** by Commissioner Garnett, **SECONDED** by Commissioner McNeil-Smith

That the agenda be approved as amended.

 **CARRIED**

1. **Adoption of Minutes of June 22, 2023**

MOVED by Commissioner McNeil-Smith, SECONDED by Commissioner Frost,

That the minutes of the June 22, 2023 meeting be adopted as circulated.

CARRIED

1. **Chair’s Remarks:** There were none.
2. **Presentations/Delegations:** There were none.
3. **Commission Business**

6.1 Service Planning 2024 – Arts & Recreation Community Need Summary

L. Brewster presented the report.

N. Paltiel and P. DiBattista entered the meeting at 6:08 pm

Discussion ensued regarding:

* Amending the Community Need Summary to show the number of participants and number of programs in Performance Measure 1, which tracks program success and program participation rates.
* Pool expansion trigger metric is likely to be hit in the next 5 years. Where the expansion would take place would be discussed at that time.
* Reaching capacity for programs at our four facilities: we are at capacity at Greenglade for licensed childcare space. In the pool, peak use times and lower use times balance out. Staff will confirm if rental bookings such as swim clubs are included in number of swims per capita, which could affect capacity metric.
* Forecasting factors in development on the Peninsula, including federal and provincial immigration and housing policies.

MOVED by Commissioner McNeil-Smith, SECONDED by Commissioner Paltiel,

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Arts & Recreation, be approved as amended to include the number of participants and the number of programs in Performance Measure 1 and form the basis of the Final 2024-2028 Financial Plan.

**CARRIED**

**6.2 Budget Review and Approval Process 2024 – Panorama Recreation**

A. Sharp presented the report. Discussion ensued regarding:

* The grant for the sport box project is still with the District of Central Saanich, as an agreement must be in place before it can be transferred to CRD. Central Saanich Council voted on Monday, September 25, to go through the lease and construction agreement and start the process of notification.
* Requisition increase and transfer to reserves compared to the projects and initiatives in the strategic plan and escalating costs. There are certain benefits to having those come through debt, reality is our debt costs are still historically low. Best to have a balance of reserve funding and debt and grant funding.
* Panorama is within CRD management recommended reserves target range. To increase transfer to reserves in 2024 would decrease transfer in 2025, which is when debt servicing costs will start to increase as we start paying back the capital of the debt. Staff will bring back to the commission the recommended reserves target range at a future meeting.
* Heat recovery project shows $2 million debt in 2024 but the total cost is $2.45 million – the $450,000 would have been in 2023 for design and initial work on the project. There might be some carry forward that would show in the final budget.
* Greenglade playground shows no amount in the 2024-2028 budget due to completion in 2023.
* Carryforward projects not entirely due to lack of capacity. Many are related to the heat recovery project, which will be eligible for new grants in the coming months.
* Staff will be bringing forward more information about design and cost analysis on the arena dressing room upgrades.

MOVED by Commissioner McNeil-Smith, SECONDED by Commissioner DiBattista,

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget 2024-2028 – Panorama Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

**6.3 Centennial Park Multi-Sport Box – Verbal**

D. Puskas provided an update from the District of Central Saanich:

* As noted during budget discussion, Central Saanich Council voted on Monday, September 25, to go through the lease and construction agreement and start the process of notification.
* Central Saanich is carrying out improvements from the condition assessment of the fieldhouse including air exchangers and roof upgrades, washroom and changeroom accessibility improvements.

S. Henderson provided an update on the progress of the lease:

* Lease areas will be leased by the CRD for 60 years for $10.
* License areas: parking, entry lane and gates will be looked after by Central Saanich; the old concession and picnic shelter will be looked after by the CRD.
* Sport box footprint is slightly more to the west of the current box because how it will be positioned is yet to be determined.
* A staff report will be brought to the commission in October to go to the Board in November and then the lease can be signed.

M. Curtis provided an update on the construction agreement:

* Once the lease is signed, the transfer of the grant and the construction agreement can move forward.
* Because of the ambitious timeline to get the permit for the steel structure, an RFP has been completed and the contact awarded to Finlayson Bonet for preliminary and detailed design and structure construction including demolition and associated civil work.
* The arena dasher board system and surfacing will be under two separate contracts to save money by dealing directly with these specialized contractors.
* On target to get the permit application for the steel structure in first, before year end, and the rest of the building permit following.

There is no recommendation. The report is for information only.

D. Puskas and S. Henderson left the meeting at 7:29 pm.

**6.4 Special Events Report 2023**

K. Beck provided an overview of the report.

There is no recommendation. The report is for information only.

**6.5 Summer Camp Program Report 2023**

K. Beck provided an overview of the report. Discussion ensued regarding:

* With higher summer temperatures, sun and smoke exposure, outdoor camp participants need to be brought indoors when those conditions are present. With indoor spaces already reaching capacity, staff are conscious of not over expanding outdoor camp offerings. The heat recovery project will provide air conditioning in the dry floor arena to provide indoor space for outdoor only camps to use when necessary.

There is no recommendation. The report is for information only.

**6.6 Fees and Charges 2023**

K. Beck provided an overview of the report. Discussion ensued regarding:

* LIFE (Leisure Involvement for Everyone) pass program is in discussion regionally to review income threshold and how access can be expanded. A staff report will be coming to the commission.
* Staff will come back to the commission with options to address community feedback on the new Family Pass.

There is no recommendation. The report is for information only.

**6.7 Heat Recovery Report – Verbal**

M. Curtis provided a verbal update:

* Project design was awarded to Polar Engineering to handle the preliminary detailed design and overseeing the tender construction services. A second site walk-through was completed today so preliminary design should be ready in October.
* The project has been broken into a series of smaller projects to allow staff to pursue some smaller grant opportunities through FortisBC and BC Hydro.
* A letter of intent has been issued to Engineered Air for dehumidifier so the procurement process can start and get it in line for production.

There is no recommendation. The report is for information only.

1. **New Business:** There was none.
2. **Adjournment**

**MOVED** by Commissioner Garnett, **SECONDED** by Commissioner Paltiel,

That the meeting be adjourned at 7:52 pm.

**CARRIED**

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CHAIR

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RECORDER