



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, February 22, 2024, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

Present:

Commissioners: N. Paltiel (Chair), K. Frost, S. Garnett, P. Jones, V. Kreiser, C. McNeil-Smith, P. Murray

Staff: L. Brewster, Senior Manager; A. Sharp, Manager, Administrative Services; M. Curtis, Manager, Facilities & Operations; K. Beck, Manager, Program Services; M. Medland, Senior Financial Advisor; C. Whipp, Manager, Structures and Systems; K. Hardy, Corporate Energy Specialist; D. Toso (recorder)

Other: I. Welle, Principal Engineer, Polar Engineering

Regrets: P. DiBattista, R. Windsor

The meeting was called to order at 6:01 pm.

1. Territorial Acknowledgement

Commissioner Murray provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Murray
That the agenda be approved.

CARRIED

3. Adoption of Minutes of November 23, 2023

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Murray,
That the minutes of the November 23, 2023 meeting be adopted.

CARRIED

4. Chair's Remarks: The Chair and Senior Manager will move between the three municipalities to provide the chance for Lorraine, on behalf of staff, to run through what the strategic priorities are, where things are going with the Commission and how we're working to address recreation, quality of life, accessibility and other key priorities that are shared between the three municipalities and patrons. The first visit will be Monday night in Sidney, followed by North Saanich and Central Saanich in March and April. The information presented will be consistent with what is presented tonight under item 6.4.

5. Presentations/Delegations: There were none.

6. Commission Business

6.1 Heat Recovery Project

K. Hardy presented an overview of the project from a climate perspective:

- The CRD's Climate Action Strategy targets a greenhouse gas (GHG) emissions reduction of 45% by 2030 based on 2007 levels and a net-zero portfolio by 2050. As the CRD's second largest energy emitter and the largest emitter of GHGs, Panorama is a prime focus of this strategy.

C. Whipp presented an overview of the timelines and milestones of the project:

- As the dehumidifier is at end of life, the project will be broken into two phases:
 - Dehumidifier Replacement
 - The CRD contracted Engineered Air to manufacture the unit.
 - Cascadia West Contracting has been hired to install the dehumidifier.
 - Installation to start just prior to the delivery on the unit in July, to be completed in August.
 - New Heat Recovery Plant
 - Polar Engineering completed conceptual design of the heat recovery plant in late 2023 and won the contract for design in February.
 - Tender will be issued in Fall 2024 for the installation of the plant.
 - Construction will start Winter 2024, to be completed Fall 2025.

I. Welle presented an overview of the how the system works.

- This is a unique recovery plant that will allow the system to maximize the reuse of heating and cooling in other locations within Panorama.
- A specific heat pump designed to use low global warming potential refrigerants will also provide futureproofing for legislation likely to come.

Discussion ensued regarding:

- Aligning the project with operations to minimize impact to users.
- Paris Climate Accord and low global warming potential refrigerants.
- Designing the system to provide heating and cooling simultaneously from the start is a better capital investment than expanding the system later.
- There is an approximate 13-year payback on this project.
- Since the project will reduce CRD's emissions by approximately 25%, corporate funding or reimbursement for the project is desired.
- Energy recovery on refrigeration plants is industry best practice for cost recovery independent of the climate action strategy.

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

K. Hardy, C. Whipp and I. Welle left the meeting at 6:27 pm.

6.2 New and Replacement Reserves - Verbal

M. Medland spoke to CRD guidelines for capital reserves. Discussion ensued regarding:

- Reserves have three functions: emergency repairs, planned repairs and replacement of assets and service enhancement.
- Based on current CRD guidelines, Panorama reserves are well funded. Use of debt guidelines are also being met.
- The maintenance department's 20-year asset management plan puts Panorama ahead of the CRD in general for asset management. The average annual spend will vary between mid-100K and 500K.
- Rather than separate replacement from service enhancement in capital reserve, capital is generally used for new, and the equipment replacement fund is used for replacement and enhancements to assets that already exist.
- At annual budget time, Panorama will show increased granularity around which projects within the 5 year plan are for replacement and which are for service enhancement; often they are linked.

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

6.3 Year-End Financial Report – December 2023

A. Sharp provided an overview of the report. Discussion ensued regarding:

- Commendation to staff for being on budget.
- Partnerships vs Sponsorships
- Unexpected repairs to the ice resurfacers increased vehicle expense.
- Inflation – everything related to operations has increased.
- The last couple of years were so hard to predict, the data as we come out of the pandemic will start to reveal trends going forward.

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

6.4 Annual Program Services Report 2023

K. Beck presented the report. Discussion ensued regarding:

- LIFE subsidy use trend shows less than previous year. A staff report will come to the next Commission meeting.
- Centennial Park Sport Box completion expected by end of 2025, becoming fully operational for 2026. Research on fees and charges will be presented this year to prepare for the possibility of operating in 2025.
- Aquatics certifications and re-certifications are now reimbursed for regular and auxiliary staff, which has had a positive impact on aquatics staffing.
- Potential food services will be considered along with arena support spaces redesign.
- First Nations conversations ongoing with key contacts; more information to come in 2024. Hoping to work with local Nations on artwork and programming needs for the Centennial Sport Box.

Peninsula Recreation Commission Minutes February 22, 2024

- McTavish Academy gym has been discussed as a pickleball space; however, the Pickleball Association has not approved of elementary school gyms as they are not tournament standard.
- Arena upgrades discussion coming back to commission in May.
- Staff should be proud of the work they have done on the report.

6.5 Maintenance Report

M. Curtis provided an overview of the report. Discussion ensued regarding:

- North Saanich Middle School reserve.
- Greenglade Community Centre option to purchase.
- Prioritizing cooling for Greenglade.
- Paving at Greenglade will take 1 week; the facility will remain open in some capacity; staff have been in contact with engineering in Sidney about parking, loading zones etc.; notifying the public.
- Saltwater has been good, some compressed lifespans but no structural failures; no plans to change midway through the lifespan of this system.
- CRD is in process with asset management plan, including software options.
- Commission support to move the cooling project at Greenglade along faster.

MOVED by Commissioner Kreiser, **SECONDED** by Commissioner McNeil-Smith,
That staff bring a staff report back to the Commission on options for cooling at Greenglade.

CARRIED

6.6 Recreation Needs Assessment Study

L. Brewster provided a verbal report that the proposed scope of work for a consultant on this study will be discussed with municipal CAOs next week to get their input. Following that, a staff report will be brought back to the Commission. The budget goes to the CRD board for final approval on the second Wednesday of March. Discussion ensued regarding:

- Inventory of Saanich Schools and usage for programs.

MOVED by Commissioner Kreiser, **SECONDED** by Commissioner Murray,
That the Peninsula Recreation Commission write to School District 63 requesting their staff meet with Panorama staff to discuss property and recreation shared use as part of Needs Assessment Study.

CARRIED

6.7 BCRPA 2024 Symposium Dates - Verbal

L. Brewster reported that the symposium is in Penticton, May 1 & 2 with an early-bird registration deadline of March 14; Commissioners should contact Denise if interested in attending.

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

**Peninsula Recreation Commission Minutes
February 22, 2024**

7. New Business:

MOVED by Commissioner Murray, **SECONDED** by Commissioner McNeil-Smith,
That the Peninsula Recreation Commission thank Lorraine and staff for a good year and
ask Lorraine to communicate their appreciation to all staff.

8. Adjournment

MOVED by Commissioner Garnett, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be adjourned at 7:44 pm.

CARRIED

CHAIR

RECORDER

DRAFT