



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, June 27, 2024

6:00 PM

Panorama Boardroom
1885 Forest Park Drive
North Saanich, BC V8L 4A3
[Videoconference](#)

N. Paltiel (Chair), P. DiBattista (Vice-Chair), K. Frost, S. Garnett, P. Jones, V. Kreiser, C. McNeil-Smith, P. Murray, R. Windsor

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1 Minutes of the May 23, 2024, Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of May 23, 2024, be adopted as circulated.

Attachment: [Minutes – May 23, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1 Peninsula Community Pickleball Club

6. Commission Business

6.1 Centennial Park Multi Sport Box – Verbal Report

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

6.2 Maintenance Projects Update

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

Attachment: [Staff Report: Maintenance Projects Update](#)

6.3 Arena Improvement Project Update

Recommendation: That staff be directed to initiate dialogue with arena stakeholders and engage a consultant to provide design options and preliminary cost estimates for the Arena Improvement Project.

Attachment: [Staff Report: Arena Improvement Project Update](#)

6.4 Programs and Services Mid-Year Report

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

Attachment: [Staff Report: Programs and Services Mid-Year Report](#)

6.5 Needs Assessment Study – Verbal Report

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

6.6 Staffing Update – Verbal Report

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

6.7 Motion to Close the Meeting

Recommendation:

1. That the meeting be closed for the proposed service in according with Section (90)(1)(k) of the Community Charter [1 Item].
2. That the meeting be closed for employee relations in accordance with Section (90)(1)(c) of the Community Charter [1 Item].

7. New Business

8. Adjournment

The next meeting is July 25, 2024, at the call of the Chair.

To ensure quorum, please advise Denise Toso at dtoso@panoramarec.bc.ca if you or your alternate cannot attend.



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, May 23, 2024, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

PRESENT

COMMISSIONERS: N. Paltiel (Chair), P. DiBattista (Vice Chair), K. Frost; S. Garnett, V. Kreiser, C. McNeil-Smith, P. Murray, S. Riddle (for R. Windsor)

STAFF: K. Beck, Acting Senior Manager; A. Sharp, Manager, Administrative Services; V. Leigh-Dorin, Acting Manager, Administrative Services; Liz Gregg, Manager, Facilities & Operations; K. Say, Acting Manager, Program Services; D. Toso (recorder)

Regrets: P. Jones; R. Windsor; L. Brewster, Senior Manager

The meeting was called to order at 5:59 pm

1. Territorial Acknowledgement

Commissioner Garnett provided a territorial acknowledgement.

2. Approval of Agenda

The agenda was amended to move item 6.4 in camera for negotiations in accordance with Section (90)(1)(k) of the Community Charter.

MOVED by Commissioner Kreiser, **SECONDED** by Commissioner DiBattista
That the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of April 25, 2024

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Murray,
That the minutes of the April 25, 2024 meeting be adopted.

CARRIED

- 4. Chair's Remarks:** On April 1, Pete and Coreen Zubersky officially handed over of ownership of the Peninsula Panthers. The Chair congratulates and thanks Pete and Coreen for their contributions to the players, the community and the commission: raising NHL players like Jamie and Jordie Benn, supporting the Kraft Hockeyville entry in 2015 and, since 2009, hosting winter wonderland at Panorama. Pete shared examples of how the Panthers have impacted hundreds of kids over the years and the importance of having a dedicated dressing room for the Panthers to continue as a Junior A team.

P. and C. Zubersky left meeting at 6:23 pm

- 5. Presentations/Delegations:** There were no presentations/delegations.

6. Commission Business

6.1 Staffing Update – Verbal Report

K. Beck provided an update on the Senior Manager and Manger, Administrative Services:

While Lorraine is on medical leave, Katherine will be acting Senior Manager and Kim Say will be acting Program Services Manager. Allison Sharp is leaving the Administrative Services Manager role and Val Leigh-Dorin will be acting until the position is filled.

The Chair acknowledged Katherine and Kim for rising to the occasion so quickly and their impressive leadership, thanked Allison for her time and contributions and Val for stepping back in. Katherine acknowledged all staff at Panorama, CRD HR and IT departments for their quick response to these changes.

The report was received for information.

6.2 Financial Statement of Operations – First Quarter of 2024

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

- Negative percentages are related to timing.
- Lease hold improvements is for NSMS.
- Aquatic youth lessons budget utilization is the same as this time last year and expected to meet budget expectations through the busy summer season.

The report was received for information.

6.3 Revised Policy: Photography, Recording and Use of Electronic Devices by the Public

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

- There have been some recent incidents where the 2004 policy was not robust enough to be realistic or enforced.
- BCRPA guidelines and policies from other centres in the region were gathered for context.
- Staff was directed to include a regular review structure to policies.

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Frost,
That the Peninsula Recreation Commission approve the revised Photography, Recording and Use of Electronic Devices by the Public Policy.

CARRIED

K. Beck reported that staff had committed to bring a written report with respect to hiring a consultant for the arena project but that with the recent staffing changes that was not possible, but staff expects to have a written report ready for the June meeting.

**Peninsula Recreation Commission Minutes
May 23, 2024**

The report was received for information.

6.6 Cooling at Greenglade Update – Verbal Report

L. Gregg provided the follow update:

- The current 5 HVAC units are aging so there is room for energy efficiency and cost savings.
- Options include adding AC coils into existing duct work; using separate wall units; installing heat pumps using existing ducting.
- CRD Climate Action is looking at grants; budget has been allocated for design concept and implementation next year. For this year, staff is looking at portable AC units as the most efficient, cost-effective option under the current operating budget.

Discussion ensued regarding:

- Expediting a large capital project this summer not feasible
- Preference is to use temporary units that could be worked into the larger capital project design next year, if possible.

The report was received for information.

7. Motion to Close the Meeting

MOVED by Commissioner Kreiser, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be closed for negotiations in according with Section (90)(1)(k) of the Community
Charter. [1 Item].

CARRIED

8. New Business: There was no new business.

9. Adjournment

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Garnett,
That the meeting be adjourned at 7:22 pm.

CARRIED

CHAIR

RECORDER



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JUNE 27, 2024

SUBJECT Maintenance Projects Update

ISSUE SUMMARY

To provide information on the progress of maintenance projects.

Energy Recovery Project

Features of the system include running the arena dehumidifier, replacing the pool changeroom air handler, pre-heating for the domestic hot water systems, heating the tennis facility and cooling potential for the arenas and pool air in the summer, which in turn will lead to heating of the pool water.

Polar Engineering has completed the Fortis Energy Study as part of the requirements of Fortis BC Grant Funding and have summarized the energy and greenhouse gas (GHG) savings potential of the facility to understand the path forward for detailed design of the energy recovery project. The study highlights the potential of a site wide 58% GHG reduction and an effective payback of six years with the currently proposed plan.

The installation of the dehumidifier in the arenas is the first phase of the energy recovery project and it will run on electricity until the entire system is in place next year. The removal of natural gas to this unit provides a facility wide 15% greenhouse gas (GHG) reduction.

The 2024-2025 Capital Plan includes \$350,000 for the dehumidifier unit and \$2,453,000 for the energy recovery system. To date, \$915,000 has been spent, leaving \$1.9 million for the remainder of the project.

The dehumidifier is scheduled to arrive on July 5, with installation and turnover to Panorama by July 28, 2024. The energy recovery project is expected to be completed in Summer 2025.

LED Lighting Upgrade

Staff from CRD Climate Action have completed the lighting count of Panorama Recreation Centre and Greenglade Community Centre facilities. The current plan involves retrofitting Greenglade with LED fixtures throughout by the end of November 2024, which will be 50% funded by a BC Hydro Grant. Panorama will be completely retrofitted by the end of January 2025, aside from the arenas. A separate energy study will be completed for the arenas to determine the appropriate lighting and placement of fixtures to overcome issues with shadowing. This study is expected to be complete by the end of October 2024 and will be 100% funded by either BC Hydro or Climate Action.

There is a total of \$325,000 allocated in the 2024 Capital Plan for completion of this project and it is currently on schedule.

Leisure Pool Floor and Filters

The floor in the leisure pool filter room is starting to show signs of failure. RJC engineers have assessed and developed a Request for Quote package with the intention of completing these repairs, along with the replacement of the five leisure and swirl filters that are at end of life, during pool shutdown of 2025. The project would involve removal of filters, concrete delamination repairs, removal and re-installation of electrical, mechanical piping and drains, application of a pedestrian deck coating to protect the floor going forward and then installation of the five new filters.

A total of \$145,000 from 2025 Equipment Replacement Fund has been allocated for the filters and \$200,000 from the 2025 Capital Plan for the floor. Anticipated completion is May of 2025.

Greenglade HVAC

Staff are initiating a complete HVAC audit and design with a tender going out in late summer with construction being completed by March of 2025. Interim options to aid in cooling include solar shading, window coverings or strategically placed portable units. Another option being investigated is a unit to serve the offices that could be integrated into next year’s HVAC upgrade.

In the 2025 Capital Plan, \$30,000 has been allocated for design and \$250,000 for construction.

General Update

Maintenance staff recently completed a full puck board replacement in arena A along with re-painting of surfaces, changerooms and railings around both arenas. Greenglade room 6 has just finished its shutdown changing it into a meeting room with new paint, refinished floors, mounted television and whiteboards. Upcoming projects include a full clean and re-paint of the waterslide and a sand and re-line of the squash court floors. The pre-school at Greenglade will have its annual shutdown in July for a deep clean and refresh. Staff have recently completed fall protection training and boom/scissor lift training; three staff completed their Pool Operators 2 course, and one has completed their Refrigeration Operator ticket.

CONCLUSION

The above is a progress report on maintenance projects.

RECOMMENDATION

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

Submitted by:	Liz Gregg, Manager of Facilities & Operations
Concurrence:	Katherine Beck, Acting Senior Manager, Panorama Recreation



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JUNE 27, 2024

SUBJECT **Arena Improvement Project Update**

ISSUE SUMMARY

To provide an update on the Arena Improvement Project.

BACKGROUND

Panorama offers programs and services to the community on two arena surfaces. Arena B at Panorama Recreation Centre was built in 1977, with arena A and the current arena lobby added in 1997 due to community demand. The refrigeration plant was replaced in 2015, and the floor, boards and glass were replaced in arena B in 2017.

While there have been many successes in the arena, there are also several challenges. Despite upgrades to exterior and interior arena doors, the arena continues to lack accessibility and inclusive features. Barriers include spectator access; arena washrooms; size and accessibility of changerooms; and limited referee rooms. The arena entrance and lobby are separate from the reception area where visitors pay admission before returning to the arena. The current location of the skate shop in arena A is not visible to arena users from the lobby entrance and does not provide visibility of the lobby or ice surfaces to staff.

In September 2023, the Peninsula Recreation Commission approved the 2024 Capital Plan, which includes \$20,000 for design and consultant services for arena changerooms and support spaces enhancements.

The consultant will work with CRD staff to identify and prioritize accessibility, inclusion and functional improvements to the arena changerooms and adjacent support spaces and develop conceptual design options with preliminary cost estimates for each. The design options, including impacts and preliminary cost estimates, will be presented to the Commission prior to the end of 2024.

ALTERNATIVES

Alternative 1

That staff be directed to initiate dialogue with arena stakeholders and engage a consultant to provide design options and preliminary cost estimates for the Arena Improvement Project.

Alternative 2

That this report be referred to staff for more information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

In April 2022, the Peninsula Recreation Commission approved the 2022-2026 Panorama Recreation Strategic Plan. The Plan includes a strategy to modernize the arena support spaces with a focus on equity and functionality. There are two actions pertaining to this strategy:

- A1: Proceed with design work and cost analysis for enhancements to the arena dressing rooms and adjacent support spaces. (Short Term 0 to 3 Years)
- A2: Engage in dialogue with arena stakeholders to explore dressing room upgrades and partnership opportunities that can provide a public benefit. (Short Term 0 to 3 Years)

Initiating dialogue with arena stakeholders and engaging a consultant to provide design options and preliminary cost estimates for the Arena Improvement Project supports the advancement of this strategy and corresponding strategic actions in a timely manner as defined within the Plan.

Equity, Diversity & Inclusion Implications

Providing a more accessible and inclusive facility for all arena users is the primary objective of the Arena Improvement Project. Although the ice surfaces have been modernized and accessibility improvements have been made, such as the installation of automatic doors from the lobby into each arena, several additional improvements are required to the changerooms, lobby and viewing areas to provide a welcoming, inclusive and accessible experience for arena users and spectators.

Service Delivery Implications

Although community demand for ice time and the arena facility remains high, the condition of changerooms and adjacent spaces is increasingly impactful to users. Changes in recreation, such as inclusion standards, desire for social spaces, requirements for improved privacy in changerooms and increasing female participation in hockey and lacrosse present challenges around equitable facility use and effective allocation of changerooms. The ability to host competitions and tournaments may be impacted in future if improvements to dressing rooms are not made.

Social Implications

Public Health restrictions during the pandemic emphasized the importance of social connectedness to physical and mental health. Creating gathering spaces that feel psychologically safe and welcoming strengthens social connections. The arena lobby is a space for gathering in the community; however, the current size and layout is somewhat prohibitive to socialization. There is community demand for expanded food services at Panorama Recreation, which could be achieved through the Arena Improvement Project by enhancing the existing arena lobby and concession area.

Financial Implications

The 2024 Capital Plan includes \$20,000 for a consultant to provide design options for arena changerooms and support spaces enhancements. It is estimated that the cost for the consultant will be \$15,000 to \$18,000.

CONCLUSION

The arenas at Panorama Recreation Centre are well used by the community; however, the facility amenities limit inclusivity, comfort and enjoyment for arena users.

RECOMMENDATION

That staff be directed to initiate dialogue with arena stakeholders and engage a consultant to provide design options and preliminary cost estimates for the Arena Improvement Project.

Submitted by:	Katherine Beck, Acting Senior Manager, Panorama Recreation
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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JUNE 27, 2024**

SUBJECT Programs and Services Mid-Year Report

ISSUE

To provide an update on the programs and services of Panorama Recreation.

BACKGROUND

Guided by the 2022-2026 Strategic Plan, Panorama Recreation programs and services have shown a strong start to 2024. Community demand for recreation programs and services continues to grow, as evidenced by many program areas meeting or exceeding expectations in the first quarter.

Although the total amount of spaces in registered programs in 2024 is comparable to 2023, overall program revenue for January to March is 6% (\$28,454) higher than 2023. Course utilization continues to be strong and increased by 2.7% over 2023, while course cancellations were reduced by 0.4%. Program areas with the largest increase compared to 2023 were community recreation programs for children and youth, adult fitness and tennis programs.

Drop-in attendance grew by 6.1% compared to 2023 and achieved 101% of the 2019 pre-pandemic levels. Weight room and aquatics saw the largest increase in drop-in participation, up 6.4% and 3% higher than 2023 respectively. Overall admission and pass sales are up 13% compared to 2023.

	2024	2023
Spaces in registered programs	4,948	4,937
Course utilization	88.3%	85.6%
Course cancellations	8.4%	8.8%
Drop-in attendance	101,342	95,325

Strategic Plan

Several actions of the 2022-2026 Strategic Plan have been initiated, with highlights including:

- Renewed partnership with Island Health Supported Child Development to provide inclusion services to children attending Licensed Childcare, Spring Break and Summer Camps.
Continue to work with community groups and organization to identify opportunities to reduce barriers and increase participation (A16).

- Hosted the Capital Region Female Hockey Association U13 provincials for the first time. *Continue to support and expand initiatives that promote inclusive within recreation and ensure opportunities exist regardless of race, ethnicity, gender and sexual orientations (A23).*
- Expanded weekly drop-in swim partnership to three local First Nation communities (Pauquachin, Tseycum and Tsartlip), which see an average of 55 attendees each week. *Work with the First Nation communities on the Peninsula to identify opportunities and platforms for ongoing dialogue (A11).*
- The aquatics department has, for the first time since the pandemic, a full team of 70 auxiliary staff members. *Enhance community outreach efforts and collaborations to promote recreation as an employment opportunity (A19).*
- Offered 37 programs for 192 participants with \$20,000 overall revenue for children’s art, dance and music programs. *Continue to identify creative and innovative opportunities to engage children and youth in recreation with a focus on those not sufficiently active or involved in sport programming (A15).*
- Website project is underway to improve user experience, customer service and information flow. *Ensure that the Panorama Recreation brand, key messaging, and website remain current (monitor and take action as/if deemed necessary) A25.*

CONCLUSION

Panorama Recreation continues to provide programs and services that are desired by the community.

RECOMMENDATION

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

Submitted by:	Kim Say, Acting Manager, Programs and Services, Panorama Recreation
Concurrence:	Katherine Beck, Acting Senior Manager, Panorama Recreation