



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, January 23, 2025

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 October 24, 2024 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of October 24, 2024, be adopted as circulated.

Attachment: [Minutes](#) – October 24, 2024

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 2024 Operating Surplus

Recommendation: That the transfer of 100% of the operating surplus to the capital reserve fund be approved.

Attachment: [Staff Report: 2024 Operating Surplus](#)

6.2 Centennial Park Multi-Sport Box Project - Verbal

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

6.3 Energy Recovery Project – Verbal

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

6.4 Recreation Facility Needs Assessment Study – Verbal

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

6.5 Peninsula Recreation Commission Meeting Dates for 2025

Recommendation: That the proposed 2025 meeting dates be approved.

Attachment: [Staff Report: Peninsula Recreation Commission Meeting Dates for 2025](#)

7. New Business

8. Adjournment

The next meeting is February 27, 2025.

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, October 24, 2024, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

PRESENT

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

STAFF: Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services; L. Brewster, Senior Manager; K. Beck, Manager, Program Services; S. Davis, Manager, Administrative Services; Liz Gregg, Manager, Facilities & Operations; D. Toso (Recorder)

Guests: C. Culham, Chief Administrative Officer, District of Central Saanich

Regrets: Commissioner Jones; Commissioner McNeil-Smith

EP = Electronic participation

The meeting was called to order at 6:04 pm

1. Territorial Acknowledgement

Commissioner Kreiser provided a territorial acknowledgement.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of September 26, 2024

MOVED by Commissioner DiBattista, **SECONDED** by Commissioner Stock,
That the minutes of the September 26, 2024 meeting be adopted.

CARRIED

4. Chair's Remarks: Today is Lorraine's last Commission meeting, her last day at Panorama will be October 31. She leaves behind her incredible legacy, but her days of contributing to recreation are not done yet. It has been a pleasure to work alongside Lorraine as a Commissioner: her passion for the mandate of the Commission, the quality of her service and relationships with staff and the community, and her excellence in holding the Commission and her team to an impeccable standard. On behalf of the Commission and the community, thank you for being a colleague, supporter of recreation and a friend.

5. Presentations/Delegations: C. Culham presented the District of Central Saanich Civic Redevelopment project community engagement results. Discussion ensued regarding:

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October 24, 2024**

- Considering concepts with and without recreation space.
- General spaces flexible enough to accommodate variety of programming.
- Request for capital funding would come to the Commission if a partnership were agreed upon; CRD's greater borrowing capacity compared to municipality's.
- Transparency with communities regarding funding would provide assurance requisition is going to recreation not civic facilities.
- Land expropriation resolution will have no impact on the Commission.
- The Commission is invited to participate in concept development because recreation is its expertise, not the municipality's.
- Recreation Needs Assessment usage data and engagement expected to be completed by the end of 2024 can be used to inform concepts.

C. Culham left the meeting at 6:46 pm.

6. Commission Business

6.1 Revised Policy: Patron Code of Conduct

K. Beck spoke to Item 6.1. Discussion ensued regarding:

- 5.3 all have the authority to suspend. What support for young, frontline workers? Training is done and support is built into the process – two staff act together, manager callout procedure, emergency services call out, etc.
- The updated policy has been circulated to staff, CRD legal/risk department, and is in alignment with neighbouring District of Saanich policy.
- The update will be shared with user groups.
- How to post such a long policy? General statement about respect with QR code linked to policy.

MOVED by Commissioner Stock, **SECONDED** by Commissioner Murray,
That the revised Patron Code of Conduct Policy be approved.

CARRIED

6.2 Financial Statement of Operations – Third Quarter of 2024

S. Davis spoke to Item 6.2. Discussion ensued regarding:

- Vehicle costs – significant increase where the only change is the supplier.
- As hesitancy to return to pass usage declines, and with the continuous pass sales up, we see a reduction in drop-in admissions.
- Fleet took over maintenance of machines for safety – mowers, Olympias.

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

6.3 Maintenance Projects Report

L. Gregg spoke to Item 6.3. Discussion ensued regarding:

- Engineer's cost for snow load error approximately \$175K – not delaying the project.
- Eight change orders, no concerns at this time.

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

6.4 Sub-Regional Recreation Facility Needs Study - Verbal

L. Brewster presented the report. Discussion ensued regarding:

- Successful meeting with First Nations about how they would like to be engaged in the study and moving forward with recreation in general. Potential for involvement on the Steering Committee. Follow up meeting in November.

K. Beck reported phases 1 and 2 are running concurrently for efficiencies. Background information will be ready to present to the Commission early in the new year. Engagement begins next week.

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

7. New Business: There was none.

8. Motion to Close the Meeting

MOVED by Commissioner Murray, **SECONDED** by Commissioner Windsor,
That the meeting be closed for the proposed service in accordance with Section (90)(1)(k) of the Community Charter.

CARRIED

S.Davis and L. Gregg left the meeting at 7:20 pm.

9. Rise and Report

The Peninsula Recreation Commission rose from its closed session at 8:06 pm and reported the following:

That staff be directed to continue to explore recreation facilities with the District of Central Saanich as the District develops preliminary concept drawings and completes community engagement as part of the Civic Redevelopment project.

10. Adjournment

MOVED by Commissioner Murray, **SECONDED** by Commissioner Stock,
That the meeting be adjourned at 8:07 pm.

CARRIED

CHAIR

RECORDER



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 23, 2025

SUBJECT 2024 Operating Surplus

ISSUE SUMMARY

To seek approval to transfer any 2024 operating surplus to reserves to meet the February 6, 2025 deadline.

BACKGROUND

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the service's reserve funds to primarily fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2024, but the exact figure will not be finalized until closer to the February deadline, as accrued payroll, internal interest and other payables are yet to be determined.

The balance of the capital and equipment replacement reserve funds is estimated to be \$6.3 million at December 31, 2024. The balance in the reserve funds relies on contributions as budgeted and is supplemented by surpluses from sinking funds as debt issues expire and operating surpluses occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure deficit.

ALTERNATIVES

Alternative 1

That the transfer of 100% of the 2024 operating surplus to the capital reserve fund be approved.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Transferring operating surplus to the capital reserve fund provides an additional source of funding for capital projects. Carrying forward operating surplus into the next year's operations, and reducing requisition by the same, causes fluctuations on tax requisition, takes away funds from the capital reserves and encourages spending of operating funds at year-end so as not to 'lose' the surplus.

CONCLUSION

The practice of building capital, equipment and operating reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent services such as Panorama Recreation. As with all reserve funds, the resources to build the proposed reserve funds can either be part of the respective service's budget or result

from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their reserves. Historically, the Peninsula Recreation Commission has followed this practice.

RECOMMENDATION

That the transfer of 100% of the 2024 operating surplus to the capital reserve fund be approved.

Submitted by:	Steve Miekle, Senior Manager, Panorama Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks, Recreation & Environmental Services



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 23, 2025**

SUBJECT Peninsula Recreation Commission Meeting Dates for 2025

ISSUE SUMMARY

To provide the Peninsula Recreation Commission with 2025 meeting dates.

BACKGROUND

The Commission has traditionally met on the fourth Thursday of each month (July, August and December excepted.) Following this precedent, the following dates are proposed for 2025:

- January 23
- February 27
- March 27
- April 24
- May 22
- June 26
- July 24 – Call of the Chair
- August 28 – Call of the Chair
- September 25
- October 23
- November 27
- December – Call of the Chair

RECOMMENDATION

That the proposed 2025 Commission meeting dates be approved.

Submitted by:	Steve Meikle, Senior Manager, Panorama Recreation
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