



PENINSULA RECREATION COMMISSION
Thursday, April 30, 2015 at 7:00 pm
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of April 23, 2015
3. Business Arising from the Minutes
4. Refrigeration and Mechanical Systems Upgrade, Phase 1 – Award of Contract 13-1785C
5. Adjournment

Next Meeting – May 28, 2015 @ 7:00 pm



Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, April 23, 2015, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC

Present: Commissioners: W. Ruffle (Chair), N. Paltiel (Vice Chair), T. Chad, H. Gartshore, C. Jensen (for R. Windsor), B. Losie, J. McNulty (7:13 pm), S. Price, C. Stock (for A. Finall)

Staff: A. Liu, Manager, Environmental Engineering, L. Brewster, Acting Senior Manager; M. Alsdorf, Acting Manager of Program Services; V. Leigh-Dorin, Manager of Administrative Services; J. Goodwin, Manager of Facilities and Operations; E. Knoester, Raquet Sports Coordinator; Dustin Ray-Wilks, Community Recreation Coordinator – Adult Programs; L. Sneek, Marketing Coordinator; S. Asdal (recorder)

The meeting was called to order at 7:00 pm.

1. Approval of Agenda

MOVED by Commissioner Paltiel, **SECONDED** by Jensen,
That the agenda be approved with the addition of the supplementary agenda.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Price, **SECONDED** by Commissioner Losie,
That the minutes of the March 26, 2015 meeting be adopted as previously circulated.

CARRIED

3. Presentations/Delegations

a) Jason Fletcher, Peninsula Minor Hockey Association, re: Kraft Hockeyville

J. Fletcher gave a presentation summarizing Hockeyville events, thanked the Commission and staff for their support and spoke of a collaborative process to utilize the award funds.

The Commission expressed their thanks for the Hockeyville nomination and discussed the economic benefits that the award will bring to the community including providing the trophy at upcoming ceremonies and events.

Commissioner McNulty entered the meeting at 7:13 pm.

b) Linda Michaluk re: Item 5. d)

L. Michaluk spoke in support of the Commission providing a Senior Wellness Pass which would have the same benefit and fee structure as the Employee Wellness Pass.

4. Correspondence

a) Saanich Baptist Church Thank You Letter

- b) Victoria Adoptables Thank You Card
- c) Leadership Victoria Thank You Card
- d) Peninsula Young Performers Thank You Card

MOVED by Commissioner Garthsore, **SECONDED** by Commissioner Jensen,
That the correspondence be received for information.

CARRIED

5. Reports

a) Maintenance Department

J. Goodwin provided an overview of the report.

The Commission noted that Spark BC is awarding organizations for improving their accessibility standards and the link washroom upgrade could be a project to nominate.

MOVED by Commissioner McNulty, **SECONDED** by Commissioner Price,
That the report be received for information.

CARRIED

b) Arena Refrigeration Plant Replacement

A Liu provided an overview of the report.

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

CARRIED

c) March 2015 Statement of Operations

V. Leigh-Dorin provided an overview of the report.

MOVED by Commissioner Chad, **SECONDED** by Commissioner Jensen,
That the report be received for information.

CARRIED

d) 2015/2016 Fees and Charges

L. Brewster provided an overview of the report and D. Ray-Wilks spoke to the proposed pottery fees and charges.

The Commission discussed the following topics:

- The timeline for the fees and charges to be submitted to CRD Finance and the CRD Board
- The inclusion of new fees and charges in the fall programs brochure, due April 27
- Option four outlined in L. Michaluk's presentation
- The inception and original vision of the Employee Wellness Program

- The number of Employee Wellness Program pass holders that have purchased youth passes for their children
- How often Employee Wellness Program passes are being used
- An incentive based pass for seniors
- The possibility of amending the fees and charges at a later date
- Providing an analysis on the Basic Pass, Deluxe Pass and Employee Wellness Pass

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Gartshore,
That the Commission forward to CRD Finance the fees and charges in Option 1 for inclusion in the 2015/2016 Fees and Charges Bylaw to be approved by the CRD and that staff be directed to report back on incentive based programs for various user groups at a future Commission meeting.

CARRIED

e) **Pool Shutdown**

M. Alsdorf provided an overview of the report. The Commission requested that staff notify patrons well in advance of the scheduled closure.

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

CARRIED

f) **2015 Annual Elders Gathering**

E. Knoester provided an overview of the report. The Commission discussed sponsorship provided by Saanich Peninsula municipalities, Panorama rental rates, and economic benefits to the community.

MOVED by Commissioner Price, **SECONDED** by Commissioner Jensen,
That the report be received for information.

CARRIED

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

7. **Motion to Close the Meeting**

8. **MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner Losie,
Motion to close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

The Committee moved to the closed session at 8:18 pm.

The Committee rose from the closed session at 8:36 pm without report.

9. **Adjournment**

MOVED by Commissioner McNulty, **SECONDED** by Commissioner Losie,
That the meeting be adjourned at 8:36 pm.

CHAIR

RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, APRIL 30, 2015**

**SUBJECT PANORAMA RECREATION CENTRE REFRIGERATION SYSTEM
ELECTRICAL AND CLASS "T" MACHINE ROOM UPGRADE – AWARD OF
CONTRACT 13-1785C**

Approval to revise the budget and award the Refrigeration System Electrical and Class "T" Machine Room Upgrade contract for the Panorama Recreation Centre.

BACKGROUND

At the previous Peninsula Recreation Commission meeting of April 23, 2015 staff presented to the Commission two project update reports highlighting the history of the project and indicating that the current budget was unlikely sufficient due to the tight schedule and complexity of the project. Staff also indicated that the tender will be closed on April 28, and once the tender is closed, staff will revise the budget and a special Commission meeting will be called to approve the project.

TENDER RESULT

Only one tender was received on April 28, 2015 for Contract 13-1785C, Panorama Recreation Centre Electrical and Class "T" Machine Room Upgrade. It is summarized as follows:

Name of Tenderer	Tendered Amount
Aral Construction 2014 Ltd.	\$430,896.40

The tender from Aral Construction 2014 Ltd. has been reviewed and is in compliance with the requirements of the call for tenders. Aral is qualified and experienced to complete this work, which has been confirmed by checking their references and reviewing work they have done for the Capital Regional District (CRD) in the past.

ALTERNATIVES

That the Peninsula Recreation Commission approve:

1. That Contract 13-1785C, Panorama Recreation Centre Refrigeration Electrical and Class "T" Machine Room Upgrade, be awarded to Aral Construction 2014 Ltd. in the amount of \$430,896.40, including GST.
2. That Contract 13-1785C not be awarded.

FINANCIAL IMPLICATIONS

Based on the tender price, the current budget needs to be revised as follow:

	Preliminary Budget Allocation	Revised Budget
1. Refrigeration Plant Contract	\$576,000	\$576,000
2. Electrical and Machine Room Upgrade	\$274,000	\$391,000
3. Engineering and Project Management	\$100,000	\$100,000
4. Work to be carried out by other contractors.	\$0	\$64,000
5. Contingency Allowance (10%)	\$0	\$105,000
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	\$950,000	\$1,236,000

Capital reserve funding of \$950,000 has been identified in the 2015 capital plan for the ice plant replacement project. An additional \$256,000 will come from a reduction of transfers to the Panorama Recreation equipment replacement fund (in operating) and \$30,000 will come from the sale of materials removed from the project site.

CONCLUSION

Contract 13-1785C was tendered in accordance with the CRD's current purchasing policy. The low tender is in compliance with the tender requirements and is within the revised budget for the project.

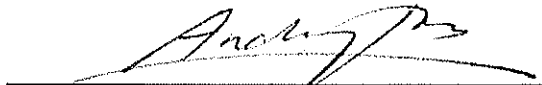
It is anticipated that construction will begin in May 2015 and will be completed in July 2015.

RECOMMENDATION

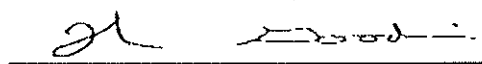
That the Peninsula Recreation Commission approve:

That the ice plant replacement project budget increase from \$950,000 to \$1,236,000 and direct staff to amend the operating budget to reduce transfers to the equipment replacement fund by \$256,000.


That Contract 13-1785C, Panorama Recreation Centre Refrigeration System Electrical and Class "T" Machine Room Upgrade, be awarded to Aral Construction 2014 Ltd. in the amount of \$430,896.40, including GST.



Andy Liu, P.Eng.
Manager, Environmental Engineering
Parks & Environmental Services



John Goodwin
Manager, Facilities and Operations
Panorama Recreation Centre



Lorraine Brewster
Acting Senior Manager
Panorama Recreation Centre
Concurrence