



PENINSULA RECREATION COMMISSION
Thursday, May 26, 2016 at 7:00 pm
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Approval of Agenda
2. [Adoption of Minutes of April 21, 2016](#)
3. Chair's Remarks
4. Presentations/Delegations
5. Commission Business
 - a) [Proposed Change Room Addition Costing Report](#)
 - b) British Columbia Recreation and Parks Association Symposium – Verbal Report
 - c) [Facility Use By Private Therapists/Instructors Policy Report](#)
 - d) [2016 Play in the Park Report](#)
 - e) First Nations Carving – Verbal Report
6. New Business
7. Motion to close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.
8. Adjournment

Next Meeting – June 23, 2016 @ 7:00 pm

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**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, April 21, 2016, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: **Commissioners:** W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, H. Gartshore, B. Losie, M. Lougher-Goodey (for S. Price), N. Paltiel, C. Stock (for A. Finall), R. Windsor
Staff: L. Brewster, Senior Manager, M. Alsdorf, Manager of Program Services; V. Leigh-Dorin, Manager of Administrative Services; M. Cowley, Manager, CRD Integrated Water Services; A. Liu, Manager, CRD Environmental Services; D. Puskas, Engineer, CRD Integrated Water Services; L. Ferris, Climate Action Coordinator, CRD Environmental Services; S. Asdal (recorder)

The meeting was called to order at 7:02 pm.

1. Approval of Agenda

MOVED by Commissioner Daly, **SECONDED** by Commissioner Losie,
That the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Lougher-Goodey,
That the minutes of the March 24, 2016 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle advised that a Panorama staff member has registered a team for the Victoria Hospice's Hike for Hospice on May 1 to raise funds and awareness for Victoria Hospice. Commissioners were welcomed to participate; the website link will be forwarded.

4. Presentations/Delegations

a) Kyle Shick, Mike Synnuck, Peninsula Soccer Association

K. Shick and M. Synnuck gave a presentation outlining the Association's need for an all-weather facility, the benefits it would provide to the Association and the community, the proposed design plan, the anticipated budget and the financial support required.

The Commission discussed the following topics:

- Impact of the neighbouring residential development on the facility
- Opportunity for the Association to collaborate with School District 63
- Facility operating expenses, life span of the fields and turf maintenance
- Potential noise issues for neighbours

- Targeting funds that are saved from lower operating expenses toward debt servicing
- Constructing the facility in phases

5. Commission Business

a) District Energy System Status Update

M. Cowley provided an overview of the report. The Commission sought clarification on School District 63 involvement, the factoring of gas prices during the initial planning stages and whether passive solar heating had been considered.

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Windsor,
That the report be received for information and staff be directed to maintain the current DES rate at \$12.015/GJ for 2016 and adjust the rate for 2017 based on market conditions as part of the 2017 budget process.

CARRIED

b) 2016/2017 Fees and Charges Report

M. Alsdorf provided an overview of the report.

The Commission discussed the following topics:

- Parking lot rates
- Pass options for youth and seniors at Panorama and other recreation centres
- Ratio of funding by users and funding by taxes
- Rates that will be removed in 2016

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Lougher-Goodey,
That the proposed fees and charges be forwarded to CRD Finance for inclusion in the 2016/2017 Fees and Charges Bylaw to be approved by the CRD Board.

CARRIED

c) March 2016 Statement of Operations Report

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

MOVED by Commissioner Daly, **SECONDED** by Commissioner Lougher-Goodey,
That the report be received for information.

CARRIED

d) New Horizons Grant Report

M. Alsdorf provided an overview of the report and provided additional information regarding programs that will be provided.

The Commission discussed First Nations' participation in programs and the call for action from the Truth and Reconciliation Commission report regarding physical activity and sports programs and initiatives.

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Vice Chair Chad,
That the report be received for information.

CARRIED

e) Kraft Hockeyville Conceptual Drawings – Verbal Report

L. Brewster reported that the Kraft Hockeyville Working Committee further reviewed the conceptual drawings and chose Option 3 and added revisions. Revised drawings were distributed to commissioners.

A. Liu provided an overview of the drawings and advised that the renovation would be constructed in two phases. Phase 1 would include the change room addition and exterior ramp, Phase 2 would include an upper floor. The architect's Class D (+ or – 50%) budget estimate was provided.

The Commission discussed the following topics:

- Moving the exterior ramp construction to Phase 2 to assist with funding and grant opportunities
- Possible donations that may be received
- Funding required and timelines
- Borrowing and the impact on reserve funds

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Daly,
That the exterior ramp be moved to Phase 2 to be constructed concurrently with Phase 1 and that the previous Phase 2 items be moved to Phase 3.

CARRIED

MOVED by Commissioner Windsor, **SECONDED** by Vice Chair Chad,
That staff be directed to obtain a Class C budget estimate and report back at the May Commission meeting.

CARRIED

MOVED by Commissioner Windsor, **SECONDED** by Vice Chair Chad,
That the 2016 Capital Plan be amended based on the Class C budget estimate.

CARRIED

f) Tall Tree Integrated Health – Verbal Report

M. Alsdorf reported that Tall Tree Integrated Health (Tall Tree) was the successful proponent for a three year contract to provide rehabilitation services at Panorama Recreation. Kinesiology, physiotherapy and chiropractor services will be provided; current kinesiology providers at Panorama have been integrated into the practice. Tall Tree will be providing their own administration services.

The Commission discussed the location of the Tall Tree office and the advertising agreement between Panorama Recreation and Tall Tree.

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

g) Recreation Software Contract – Verbal Report

L. Brewster reported that Panorama Recreation has entered into a five year contract with PerfectMind for recreation management software. The software will be implemented in November 2016 with staff to provide a demonstration to the Commission in May.

6. **New Business** – There was none.

7. **Adjournment**

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Stock,
That the meeting be adjourned at 8:30 pm.

CARRIED

CHAIR

RECORDER



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 26, 2016**

SUBJECT **Proposed Change Room Addition Costing**

ISSUE

Peninsula Recreation Commission's request for Class C estimated construction cost for the change room addition.

BACKGROUND

In 2015, Panorama Recreation won the Kraft Hockeyville contest and received \$100,000 in funding for arena improvements. Several change room addition and renovation conceptual drawings were presented at the January and February 2016 meetings of the Peninsula Recreation Commission. After narrowing the selection to one proposal with Class D construction cost estimates, the Commission directed staff to obtain a Class C budget estimate and report back.

The proposed change room addition has been provided in three phases which consist of the following:

Phase 1 – Main floor renovation of dressing rooms, maintenance space, storage space and exterior balcony/walkway including stairs

Phase 2 – Second floor addition of a new multipurpose room

Phase 3 – Exterior ramp

The Class C cost estimate for the project, for budgetary purposes only, includes a 60 percent contingency and is as follows:

- 1) All three phases constructed at once is \$ 2,480,000
- 2) Phase 1 and 3 to be built initially at \$1,779, 000 and Phase 2 constructed at a later date at \$940,000 for a total estimated cost of \$2,719,000

The estimated budget is intended to provide a figure for the capital plan and borrowing only as more detailed costing will be determined after the design and engineering phases are completed.

The 2016 – 2020 approved capital plan has the Arena B ice floor replacement project scheduled in 2017 to be funded by a grant and long-term borrowing. If the Commission decides to move forward with the change room addition project in 2017, the capital plan will need an amendment with CRD Board approval. If long-term borrowing is required then the process to initiate the loan authorization bylaw will begin in fall 2016. Ideally, one loan authorization bylaw would encompass both the ice floor replacement project and the change room addition project as municipal council approval will be required. The initial estimate for the ice floor replacement project done for the grant application will be reviewed given the current market conditions

SOCIAL IMPLICATIONS

There is public expectation to have a visible arena improvement showing the results of winning Kraft Hockeyville. There was great community spirit and positive momentum created as a result of winning the contest.

ECONOMIC IMPLICATIONS

The cost of completing all three phases at once is less than the cost of breaking the project into two phases. The primary reason for higher cost if breaking into separate projects would be some demolition and rebuilding to add the second story.

CONCLUSION

The Class C estimated construction cost for the change room addition project has been received. Costing in phases or for the entire project are to be considered by the Commission and ideally would be encompassed as part of the Arena B ice floor replacement project to be constructed in 2017.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

Submitted by:	Diana Lokken, General Manager, CRD Technology and Initiatives
Concurrence:	Lorraine Brewster, Senior Manager, Panorama Recreation

DL:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 26, 2016**

SUBJECT **Facility Use by Private Therapists/Instructors Policy**

ISSUE

To seek approval to amend Peninsula Recreation Commission Policy #01-2004, Facility Use by Private Therapists/Instructors.

BACKGROUND

On January 22, 2004, the Peninsula Recreation Commission approved Facility Use by Private Therapists/Instructors Policy #01-2004 stating:

“The Commission recognizes the rehabilitation value that can be realized through the use of the facilities and wishes to maximize these opportunities.”

The policy was amended on June 28, 2007.

The policy provides the following conditions for therapists/instructors not in the employment of or contracted to the Commission:

- Therapists must check in with reception for referral to the relevant Coordinator
- Both therapist and client must pay the appropriate full drop-in fee
- Access will only be permitted during the regularly scheduled drop-in sessions unless previously arranged through the relevant Coordinator
- All facility and equipment usage policies must be followed
- A waiver must be signed releasing the Commission, its staff and agents from any liability relating to the use of the equipment and facilities, notwithstanding claims resulting from negligence
- Facility and equipment usage by outside, private therapists will not be approved if it is determined that a similar existing service is already being provided by the Commission

Feedback provided by Island Health and their therapists indicated that some of the requirements of the policy, particularly the waiver, made Panorama Recreation a challenging facility for them to access with members of our community. Staff have consulted with CRD Risk Management regarding this policy and the existing waiver requirements. Risk Management advised that the waiver requirement could be removed as there does not appear to be any heightened level of risk with the therapists' use of the facility and they are not bringing in their own equipment.

In order to facilitate easier access by approved private therapists, staff propose the conditions be updated to the following:

- Therapists receive approval from the relevant program coordinator
- Clients must pay the appropriate full drop-in fee
- Access will only be permitted during regularly scheduled drop-in sessions unless previously arranged through the relevant program coordinator
- All facility and equipment usage policies and procedures must be followed (e.g., cardio equipment time limit)

- Facility and equipment usage by outside, private therapists will not be approved if it is determined that a similar existing service is already being provided by the Commission

ALTERNATIVES

1. That the Peninsula Recreation Commission amend Facility Use by Private Therapist/Instructors Policy #2004-01 by removing the admission fee for the private therapist and the waiver prior to facility use.
2. That the Peninsula Recreation Commission does not approve the amended Facility Use by Private Therapist/Instructors Policy #2004-01 and provides further direction to staff.

SOCIAL IMPLICATIONS

Allowing improved access for approved outside therapists, particularly those from Island Health, will help facilitate access for community members recovering from illness/injury and/or with mental/physical health issues. This can assist with recovery and overall improved health.

ECONOMIC IMPLICATIONS

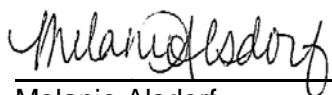
The change in policy to no longer require the therapist to pay a drop-in fee is not expected to have financial impact on operations due to a low number of requests and visits from approved therapists. Panorama could see a positive impact on pass sales, as therapists using the facility to transition clients from private clinics to the community setting often encourage their clients to purchase a pass.

CONCLUSION

Amending the Facility Use by Private Therapist/Instructors Policy #2004-01 will allow improved access for therapists that are approved, thereby facilitating enhanced opportunities for members of our community to receive necessary and qualified guidance in accessing Panorama Recreation facilities.

RECOMMENDATION

That the Peninsula Recreation Commission amend Facility Use by Private Therapist/Instructors Policy #2004-01 by removing the admission fee for the private therapist and the waiver prior to facility use.



Melanie Alsdorf
Manager of Program Services



Lorraine Brewster
Senior Manager
Concurrence

MA:sa

Attachments: Appendix A – Facility Use By Private Therapists/Instructors Policy



**PANORAMA RECREATION
DEPARTMENT POLICY**

Section	Peninsula Recreation	
Subsection	Policies	<i>Policy # 2004-01</i>
Title	FACILITY USE BY PRIVATE THERAPISTS/INSTRUCTORS	

POLICY:

The Commission recognizes the rehabilitation value that can be realized through use of the facilities and wishes to maximize these opportunities.

PURPOSE:

The purpose of this policy is to provide guidance to Peninsula Recreation staff and private therapists regarding access to Peninsula Recreation facilities.

RESPONSIBILITIES:

Peninsula Recreation program and reception staff are responsible for the implementation of the policy.

SCOPE:

This policy applies to private therapists who are not in the employment of or contracted to the Commission.

PROCEDURE:

Therapists/instructors (physiotherapists, massage therapists, kinesiologists, etc.) not in the employment of or contracted to the Commission may make use of the Panorama Recreation Centre facilities for the benefit of their clients under the following conditions:

- Therapists receive approval from the relevant program coordinator
- Clients must pay the appropriate full drop-in fee
- Access will only be permitted during regularly scheduled drop-in sessions unless previously arranged through the relevant program coordinator
- All facility and equipment usage policies and procedures must be followed (e.g. cardio equipment time limit)

Facility and equipment usage by outside, private therapists may not be approved if it is determined that a similar existing service is already being provided by the Commission.

Approval Date:	January 22, 2004	Approved By:	Peninsula Recreation Commission
1. Amendment Date:	June 28, 2007	Approved By:	Peninsula Recreation Commission
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

DRAFT



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 26, 2016**

SUBJECT 2016 Play in the Park Program

ISSUE

To inform the Peninsula Recreation Commission of the 2016 Play in the Park program.

BACKGROUND

The Play in the Park program will be offered from 5:30-8:30 pm, Monday to Friday from July 4 to September 2. Staff will encourage family participation while facilitating interactive, intergenerational active play, face-painting, group games and supervising the inflatable obstacle course. The program schedule is as follows:

	JULY	AUGUST
Monday	Pioneer Park, Central Saanich	
Tuesday	Rathdown Park, Sidney	
Wednesday	Greenglade Community Centre, Sidney	Wain Park North Saanich
Thursday	Iroquois Park, Sidney	
Friday	Centennial Park Central Saanich	Rodolph Park Central Saanich

This year, Play in the Park will be led by one leader and four assistant leaders. Similar to last year, we have partnered with our local First Nations for the staffing of Play in the Park. Panorama Recreation will fund the program leader and three assistant leaders, one of whom will be First Nations. Pauquachin First Nation will fund one additional First Nation assistant leader. Arts and cultural components will be added to the program this year, drawing on the unique skill set of some of our assistant leaders. Aspects of community building and overall wellness in addition to physical activity, physical literacy and outdoor play will be included. Staff will also be working to encourage local First Nations participation in Play in the Park this year. Plans to reduce barriers to participation include increasing the appeal of the program as well as arranging bus transportation.

This year in partnership with the CRD Active Transportation and Healthy Communities program we were successful in securing \$15,000 in grant money (\$7500 for 2016, \$7500 for 2017). With a goal to shift mode share, reduce traffic congestion and greenhouse gas emissions, improve personal health and enhance community well-being, the CRD developed this two year umbrella program to support, motivate and educate residents to increase their use of active transportation. Funding for this program has been made available through the CRD Board (\$125,000 per year for 2016 and 2017), the CRD Traffic Safety Commission (\$25,000 per year for 2016 and 2017) and the Victoria Foundation (\$100,000 for 2016 and 2017 combined). Play in the Park is a great platform to incorporate and encourage active transportation on the Saanich Peninsula. In support of the program, our objectives are to:

1. Encourage program participants to choose active modes of transportation to get to and from each event.
2. Raise awareness of the benefits of active travel and share information on resources available to support residents in walking or riding in everyday life.

New features for this summer to enhance the quality of Play in the Park and to help bring awareness to achieve these objectives are as follows:

- Drinking water available at parks without water sources by way of water dispensers
- Bike skills and maintenance workshops hosted by the Greater Victoria Bike to Work Society
- Kids cycling jamborees hosted by the Greater Victoria Bike to Work Society
- Activity stations (Tom Thumb Safety Village, police guided activities, etc.)
- Prizes to increase active transportation to and from parks
- Social media and other promotional efforts with specific messaging around active transportation

The official launch of the program will take place at Pioneer Park on Monday, July 4. Attendees will enjoy a barbeque dinner by donation to benefit the Arena Improvement Fund as well as prizes and special presentations, which are to be determined. The first 100 people to arrive at the launch party using an active mode of transportation will receive a free water bottle!

Marketing

The marketing plan for the program is as follows:

- Full page advertisements in our Active Living Guide and Summer Camp Flyer
- Editorial articles in Seaside Magazine and Inside CRD
- Banner advertisement in the Peninsula News Review
- Posters throughout Panorama Recreation Centre, Greenglade Community Centre, Central Saanich Cultural Centre, North Saanich Middle School and municipal halls
- Digital signage at Panorama Recreation Centre and North Saanich Middle School
- Signs at park entrances
- Featured articles in Panorama Recreation's e-newsletter
- Social media strategies

Sponsorship

In addition to the Active Transportation and Healthy Communities grant money, we were successful in securing \$5,550 in cash donations from the following sponsors:

- Investors Group
- Sidney by the Sea Rotary
- Van Isle Marina
- The Bottle Depot
- Peninsula Co-op

Sponsors will be recognized with their logo on all of our promotional materials, electronic road display signs, LCD TV and social media platforms.

SOCIAL IMPLICATIONS

This program facilitates community members coming together to meet, interact and build a stronger community across all ages. It also encourages active, outdoor play which is imperative for the health of our youth and their families. Play in the Park is offered at no cost; therefore, reducing financial barriers to families. Inclusion of our local First Nations will also serve to build a stronger, healthier community.

ENVIRONMENTAL IMPLICATIONS

The benefit of outdoor play and unstructured play for youth is well known. As this program is offered outdoors, in local parks, we hope that community members will enhance their awareness and continue to value local outdoor spaces. Raising awareness and promoting active transportation will also help to reduce greenhouse gas emissions.

ECONOMIC IMPLICATIONS

Partnership with Pauquachin First Nation has allowed Panorama to hire more staff this summer with reduced financial impact. Additional funds from the Active Transportation and Healthy Communities grant will help to assist in offsetting marketing and equipment costs. It will also provide opportunities to local initiatives and businesses, such as the Greater Victoria Bike to Work Society and Tom Thumb Safety Village.

RECOMMENDATION

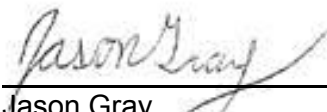
That the Peninsula Recreation Commission receive this report for information.



Claire Erdem
Community Recreation Coordinator



Lorraine Brewster
Senior Manager
Concurrence



Jason Gray
Community Recreation Coordinator

CE/JG:sa