



PENINSULA RECREATION COMMISSION
Wednesday, January 18, 2017 at 7:00pm
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Election of Vice-Chair (*pursuant to Section 792 of the Local Government Act*)
2. Approval of Agenda
3. [Adoption of Minutes of December 15, 2016](#)
4. Chair's Remarks
5. Presentations/Delegations
6. Commission Business
 - a) Arena B Floor Replacement Project – Verbal Report
 - b) [2017 Capital Plan Amendment Report](#)
 - c) [2016 Operating Surplus Report](#)
 - d) [Maintenance Projects Report](#)
 - e) [2017 Peninsula Recreation Commission Meeting Dates – Revised Report](#)
 - f) British Columbia Recreation and Parks Association Symposium – Verbal Report
7. New Business
8. Adjournment

Next Meeting – February 23, 2017 @ 7:00pm

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**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, December 15, 2016, at Greenglade Community Centre, in Room 6
2151 Lannon Way, Sidney, BC**

Present: Commissioners: W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, A. Finall, H. Gartshore, B. Losie, N. Paltiel, S. Price
Staff: L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; J. Goodwin, Manager of Facilities and Operations; V. Leigh-Dorin, Manager of Administrative Services; C. Watts, Aquatic Coordinator; K. Enderud, Fitness Instructor; S. Kwan, Aquatics Worker; S. Asdal (recorder)
Absent: R. Windsor
Also Present: P. DiBattista, Peninsula Lacrosse

The meeting was called to order at 7:05 pm.

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Price, **SECONDED** by Commissioner Daly,
That the minutes of the November 24, 2016 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle expressed appreciation to commissioners and staff for all that was accomplished this year.

4. Employee Recognition

Long service awards were presented to Stephen Kwan for five years, Krista Enderud for ten years and Cathy Watts for fifteen years. Recipients were recognized for their contributions and thanked for their dedication and commitment.

5. Presentations/Delegations: There were none.

6. Commission Business

a) Maintenance Projects Report

J. Goodwin provided an overview of the report. The Commission discussed staff participation in the Sidney Sparkles Parade and the joint effort between all Panorama departments to produce such a great entry this year.

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Finall,
That the report be received for information.

b) Arena B Floor Replacement Conceptual Drawings – Verbal Report

J. Goodwin provided an overview of the conceptual drawings. The Commission discussed the following topics:

- The height of the glass above the arena boards
- Installation of handrails on the staircases
- Emergency personnel access
- Using the elevator to provide wheelchair access to the upper level of the arena
- Prior to addressing the accessibility component of the project, monitoring how often wheelchair users access the elevator

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

CARRIED

c) 2017 Peninsula Recreation Commission Meeting Dates Report

L. Brewster provided an overview of the report.

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Price,
That the proposed 2017 Commission meeting dates be approved.

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Paltiel,
That the main motion be amended as follows: That the September meeting date be changed due to a conflict with the 2017 UBCM Convention and that staff be directed to report back at the January 2017 Commission meeting.

CARRIED

The question on the main motion was called.

MOVED by Vice Chair Chad, **SECONDED** by Commissioner Paltiel,
That the September meeting date be changed due to a conflict with the 2017 UBCM Convention and that staff be directed to report back at the January 2017 Commission meeting.

CARRIED

7. Correspondence

a) Correspondence from Phil DiBattista, Peninsula Lacrosse, re: Arena Boards

The Commission sought clarification from P. DiBattista on the condition of the current boards in the outdoor lacrosse box at Centennial Park, how many children are registered with Peninsula Lacrosse, whether volunteers will be used to install the arena boards and transport arrangements for the boards from Panorama Recreation.

MOVED by Commissioner Paltiel, **SECONDED** by Vice Chair Chad,
That the Panorama Recreation Arena B boards be donated to Peninsula Lacrosse.

CARRIED

8. **New Business** – There was none.

9. **Adjournment**

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Finall,
That the meeting be adjourned at 7:39 pm.

CARRIED

CHAIR

RECORDER



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF WEDNESDAY, JANUARY 18, 2017**

SUBJECT 2017 Capital Plan Amendment

ISSUE

To seek approval from the Capital Regional District (CRD) Board to amend the 2017 Capital Plan for revised projects.

BACKGROUND

At the October 2016 Peninsula Recreation Commission meeting, the 2017 Service Plan and budget were presented. A motion for the CRD Board to approve the plan was carried. Since those plans were presented, updated information has been received by staff on several projects. Changes to the Capital Plan are required to incorporate this new information.

Below is a summary of projects with requested budget revisions. The first four projects in the list are funded with capital reserves. The ice floor replacement project is funded by \$1,080,000 long-term debt and a \$500,000 grant. The balance for the budget increase would come from capital reserves.

2017 Project	Current 2017 Budget	Requested Revised Budget
Arena Insulation	\$ 110,000	\$ 0
Arena B Boiler	160,600	0
Weight Room HVAC	50,000	0
Recreation Software Replacement	0	26,000
Ice Floor Replacement	1,580,000	2,200,000
Total	\$1,900,600	\$2,226,000

A brief summary of the reasons for the budget changes are as follows:

The arena insulation and the weight room HVAC projects are not deemed critical and can be deferred. The Arena B boiler was ‘temporarily’ replaced in September 2016 after the original unit failed. A larger unit was planned for installation in 2017. The ‘temporary’ system has been used for three months and it has been determined this unit is sufficient to handle expected maximum loads. A larger unit is deemed unnecessary so the \$160,600 project can be removed from the 2017 Capital Plan.

The recreation software project has seen a delay due to implementation challenges. The software has gone live in a few smaller recreation departments but CRD Information Technology has advised a delayed go-live date for Panorama Recreation, the largest department to implement the software, due to the number of issues still outstanding. The delay has a cost impact and a budget addition is required.

Revised quantity costing on the ice floor replacement project requires a revision to the overall project budget should the Commission wish to move forward with the design. Historically, the operating surpluses are moved each year to the capital reserves. The extra funding required for the project will be available in the capital reserves. Taking the funds from the reserves would have no negative impact on the Capital Plan as presented to the Commission in October.

ALTERNATIVES

1. That the Peninsula Recreation Commission recommend to the Capital Regional District Board that the 2017 Peninsula Recreation Capital Plan be amended to include the following revised project budgets: the ice floor replacement – \$2,200,000, recreation software replacement – \$26,000 and eliminate the arena insulation, Arena B boiler and weight room HVAC projects.
2. That the Peninsula Recreation Commission not recommend these changes to the 2017 Capital Plan.

ECONOMIC IMPLICATIONS

The total Capital Plan expenses for the year will increase by \$325,400. \$91,720 in surplus funds from 2016 completed capital projects will be transferred back to the capital reserves. Also, it is anticipated the 2016 operating surplus funds will be reallocated to the capital reserve fund. The transfer of funds into the reserve is more than the request for funds from the reserve for the revised projects. The capital reserves are projected to continue in a surplus situation through 2021 in the long-term plan.

CONCLUSION

The 2017 Capital Plan requires an update with reallocation of existing project funding from projects deferred or cancelled to the recreation software replacement project and the ice floor replacement project as new quantity costing information has been received. The recommendation from the Commission is required for the 2017 Capital Plan to be revised.

RECOMMENDATION

That the Peninsula Recreation Commission recommend to the Capital Regional District Board:

That the 2017 Peninsula Recreation Capital Plan be amended to include the following revised project budgets: the ice floor replacement – \$2,200,000, recreation software replacement – \$26,000 and eliminate the arena insulation, Arena B boiler and weight room HVAC projects.

Submitted by:	Lorraine Brewster, Senior Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

VLD:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF WEDNESDAY, JANUARY 18, 2017**

SUBJECT 2016 Operating Surplus

ISSUE

To seek approval to transfer any 2016 operating surplus to capital reserves to meet the February 10 deadline.

BACKGROUND

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the capital reserve fund to help fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2016 but the exact figure will not be finalized until closer to the mid-February deadline as many 2016 invoices are still to be processed and accrued payroll, sick bank transfers, internal interest and other payables are yet to be determined.

At the October Commission meeting an updated 25-year long term capital plan was presented. There are over \$4.1M in capital expenditures planned for 2017- 2021. The third party funding received through grants like the Canada 150 Community Infrastructure Program (\$500,000) will help reduce the burden to the requisition but the balance must come from reserves or be borrowed. By 2021 the balance in the reserve is projected to be around \$150,000 and will not be in a more sustainable region until 2027 after the pool debt has retired.

The balance in the reserve fund 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

1. That the Peninsula Recreation Commission approve transfer of the 2016 operating surplus to the capital reserve fund.
2. That the Peninsula Recreation Commission not approve transfer of the 2016 operating surplus to the capital reserve fund.

ECONOMIC IMPLICATIONS

Transferring operating surplus to the capital reserves helps to provide an additional source of funding to the reserve. Reserves are necessary to ensure the long term sustainability of infrastructure, to help match grant funding for large capital projects and to be available in cases of unscheduled emergency replacement of major equipment or infrastructure.

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 to not 'lose' the surplus.

CONCLUSION

The practice of building capital 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 capital reserve funds, the resources to build the proposed capital 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 capital reserves. Historically the Peninsula Recreation Commission has followed this practice.

RECOMMENDATION(S)

That the Peninsula Recreation Commission approve transfer of the 2016 operating surplus to the capital reserve fund.



Val Leigh-Dorin, CPA, CGA
Manager of Administrative Services



Lorraine Brewster
Senior Manager
Concurrence

VLD:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF WEDNESDAY, JANUARY 18, 2017**

SUBJECT Maintenance Projects

ISSUE

To provide an update to the Peninsula Recreation Commission.

BACKGROUND

The following is a list of projects for December 2016 and January 2017:

Winter Wonderland

Our annual Winter Wonderland event held in Arena A from December 17 to January 1 was well attended by various user groups. It was capped off by our annual First Night New Year's Eve celebrations which offered ice skating, swimming, a recreational indoor play area in the tennis courts and fireworks to ring in the New Year.

Kraft Hockeyville Shipping Containers

Two modified forty foot shipping containers are now in place in the arena lobby courtyard to provide additional storage for user groups. The containers which cost \$24,604 were purchased from funds awarded by Kraft Hockeyville. The remaining funds will be reviewed this year with a recommendation to come forward at a later date.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

Handwritten signature of John Goodwin in black ink.

John Goodwin
Manager of Facilities and Operations

Handwritten signature of Lorraine Brewster in black ink.

Lorraine Brewster
Senior Manager
Concurrence

JG:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF WEDNESDAY, JANUARY 18, 2017**

SUBJECT 2017 Peninsula Recreation Commission Meeting Dates – Revised

ISSUE

To provide the Peninsula Recreation Commission with 2017 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 2017:

- January 18 (changed from January 26)
- February 23
- March 23
- April 27
- May 25
- June 22
- July 27 – Call of the Chair
- August 24 – Call of the Chair
- September 21 (UBCM Convention September 25-29)
- October 26
- November 23
- December 14

RECOMMENDATION

That the Peninsula Recreation Commission approve the proposed 2017 Commission meeting dates.

A handwritten signature in black ink, appearing to read "Lorraine Brewster", is written over a horizontal line.

Lorraine Brewster
Senior Manager

LB:sa