



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, February 23, 2023

6:00 PM

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

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

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Minutes of January 26, 2023

4.1 Minutes of the January 26, 2023 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of January 26, 2023 be adopted as circulated.

Attachments: Minutes – January 26, 2023

4. Chair's Remarks
5. Presentations/Delegations
6. Commission Business

6.1 Proposed Centennial Park Multi-Sport Box Project Plan

Recommendation: The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the Centennial Multi-Sport Box project plan be approved as presented and that staff be directed to proceed with next steps, including grant transfer, procurement and loan authorization bylaw.

Attachments: Staff Report: Proposed Centennial Park Multi-Sport Box Project Plan

6.2 Year-End Financial Report - December 2022

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

Attachments: Year-End Financial Report - December 2022

7. Capital Projects

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

Attachments: Staff Report: Capital Projects

8. Correspondence

8.1 Correspondence from the Saanich Peninsula Pickleball Association

9. New Business

10. Adjournment

The next meeting is March 23, 2023

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



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, January 26, 2023, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

Present: **Commissioners:** R. Imrie (Chair), P. DiBattista, K. Frost, S. Garnett, P. Jones, C. McNeil-Smith, P. Murray, N. Paltiel, R. Windsor
Staff: L. Brewster, Senior Manager; A. Sharp, Manager, Administrative Services; M. Curtis, Manager, Facilities & Operations; K. Beck, Manager, Program Services; D. Toso (recorder); M. Medland, Senior Financial Advisor; S. May, Senior Manager Environmental Engineering

District of Central

Saanich Staff: Dale Puskas, Director of Engineering; C. Culham, Chief Administrative Officer, Sarah Riddle, Councillor

Also present: Melissa Drolet, Peninsula Soccer Association

The meeting was called to order at 5:59 pm

1. Territorial Acknowledgement

Commissioner Frost provided a territorial acknowledgement.

2. Election of Vice-Chair

Chair Imrie called for nominations of the Vice-Chair of the Peninsula Recreation Commission for the upcoming term.

Commissioner Murray nominated Commissioner Paltiel. Commissioner Paltiel accepted the nomination.

Chair Imrie called for nominations a second time.

Chair Imrie called for nominations a third and final time.

Hearing no further nominations, Chair Imrie declared Commissioner Paltiel Vice-Chair of the Peninsula Recreation Commission by acclamation for the upcoming term.

3. Approval of Agenda

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner McNeil-Smith,
That the agenda be approved.

CARRIED

4. Adoption of Minutes of September 29, 2022

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Paltiel,
That the minutes of the September 29, 2022 meeting be adopted.

CARRIED

Peninsula Recreation Commission Minutes January 26, 2023

5. **Chair's Remarks:** There were none.

6. **Presentations/Delegations:** There were none.

P. DiBattista left the meeting 6:03 pm citing a potential conflict of interest as the President of the Peninsula Warriors Lacrosse Association, the primary user of the sport box.

7. Commission Business

7.1 Centennial Park Multi-Sport Box

L. Brewster introduced the report. Discussion ensued regarding:

- Budget implications and project cost estimates
- The understanding that the project is not yet approved

Staff continued with the overview of the report. Further discussion ensued regarding:

- Mitigating the risk of a requisition increase for 2023
- Motion arising regarding the Heat Recovery Plant project

Melissa Drolet of the Peninsula Soccer Association entered the meeting at 6:55 pm

MOVED by Commissioner Murray, **SECONDED** by Commissioner MacNeil-Smith,
That staff be directed to include \$4.9 million in the 2023 CRD Capital Plan, to be funded by the grant transfer and debt for the balance, and bring back a detailed project plan to the Peninsula Recreation Commission, including terms with the District of Central Saanich for the grant transfer, procurement approach, fieldhouse condition assessment, schedule, property tenure details and borrowing and budget implications.

CARRIED

MOVED by Commissioner Windsor, **SECONDED** by Commissioner MacNeil-Smith,
That the 2023 Capital Plan be amended to allow \$2.4 million for the Heat Recovery Plant project to be debt financed.

CARRIED

P. DiBattista returned to the meeting at 7:12 pm

S. May left the meeting at 7:13 pm

7.2 2022 Operating Surplus

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

- Estimated amount of operating surplus
- Historical operating surplus amounts

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Paltiel,
That the Peninsula Recreation Commission approve the transfer of 50% of the 2022 operating surplus to the capital reserve, 25% of the operating surplus to the equipment replacement fund and 25% to the operating reserve fund.

CARRIED

**Peninsula Recreation Commission Minutes
January 26, 2023**

7.3 Programs and Services Report

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

- No significant feedback from community on the transition from the Red Cross swim program to the Life Saving Society program.

7.4 Peninsula Recreation Commission Meeting Dates for 2023

L. Brewster provided an overview of the report.

MOVED by Commissioner Frost, **SECONDED** by Commissioner Paltiel,
That the Peninsula Recreation Commission approve the proposed 2023 Commission meeting dates.

8. Correspondence

**8.1 Correspondence from the District of Central Saanich and the Town of Sidney Re:
Funding for Peninsula Soccer Association Turf Field Project**

M. Drolet of the Peninsula Soccer Association was invited to speak about the turf field project. Discussion ensued regarding:

- Requests for funding from entities that draw upon all 3 municipalities
- Details of the turf field project
- Panorama's service establishment bylaw

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Jones,
That the Peninsula Recreation Commission relay back to the District of Central Saanich and Town of Sidney a recommendation of a one-time grant or loan contribution of up to \$250,000 per municipality.

CARRIED
Commissioner Windsor **OPPOSED**

9. New Business: There was none.

10. Adjournment

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Paltiel,
That the meeting be adjourned at 7:54pm.

CARRIED

CHAIR

RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, FEBRUARY 23, 2023**

SUBJECT **Proposed Centennial Park Multi-Sport Box Project Plan**

ISSUE SUMMARY

To provide project information on the Centennial Park Multi-Sport Box.

BACKGROUND

In June 2022, the Peninsula Recreation Commission (PRC) received information that the District of Central Saanich (the District) successfully obtained grant funding from the Investing in Canada Infrastructure Program to build a multi-sport facility to replace a 40-year-old lacrosse box. The PRC and the District agreed that the multi-sport facility is a regional recreation service that meets community need.

Further, at its January 26, 2023 meeting (see PRC report attached as Appendix A), the PRC passed the motion, "That staff be directed to include \$4.9 million in the 2023 CRD Capital Plan to be funded by the grant transfer and debt for the balance; and bring back a detailed project plan to the Peninsula Recreation Commission, including terms with the District of Central Saanich for the grant transfer, procurement approach, fieldhouse condition assessment, schedule, property tenure details and borrowing and budget implications."

The Centennial Park Multi-Sport Box has been added to the 2023-2027 Capital Regional District (CRD) Capital Plan and the project plan is as follows:

Overall Project Purpose and Scope

Replacement of an existing lacrosse box was initiated by the District and included the addition of a pre-engineered steel structure to support a roof over the new Multi-Sport Box. The project would include demolition of the existing box, a new asphalt playing surface, dasher boards complete with chain-link fencing above, team benches, scoreboard, shot clocks, penalty box and lighting for the covered area. The original scope does not include walls for the building, bleachers, sprinklers, parking lot improvements, washrooms, changerooms or significant landscaping.

Project Management Approach

The project would be managed by a Professional Engineer from the Facilities Management & Engineering Services (FMES) Division of the CRD. Additional support would be provided by CRD administrative staff to ensure budget monitoring, record retention and financial reporting are performed, as required. The design would be performed by a qualified engineering consulting team with experience in this area who would be the Professionals of Record and provide the final sign-off and Letters of Assurance, as required by the province. The general contractor would be the Prime Contractor, as they would require multiple sub-contractors to deliver the work and need to control the site with respect to security and safety.

Procurement Plan

The project would be delivered via the conventional design-bid-build process or the design-build process. CRD staff are currently conducting a market sounding to determine the applicability and appeal of these methods to the contractors and consultants in the area. The pace of construction in the capital region remains at a high level, which presents a challenge to deliver the project on budget and on schedule. The procurement strategy would be selected to ensure the project is appealing to a number of contractors, with the goal of attracting a minimum of three competitive bids. At this point, it is reasonable to estimate a range of 18 to 24 months for project completion from the time final approval to proceed is received.

Fieldhouse Condition Assessment

The fieldhouse next to the lacrosse box would be beneficial to the CRD for use of washrooms and space for programs and would be included in a long-term lease with the Multi-Sport Box. The field work for the condition assessment of the fieldhouse took place on February 7, 2023. Staff expect to receive the report of the assessment in the coming weeks.

Property Tenure Details

A portion of Centennial Park would be leased to the CRD for 60 years commencing in late 2023. This would include the area around the new Multi-Sport Box and the adjacent fieldhouse with attached Picnic Shelter #2. The fee would be \$10 for the term and the area would be accepted 'as-is', pending the results of the building condition assessment.

A Heads of Terms with further details is attached as Appendix B.

Communication Plan

Regular reports to the Commission on milestones and/or challenges can be provided by the Senior Manager of Panorama Recreation or the Senior Manager of FMES, as required. Any moderate to significant changes in scope must be approved by the Peninsula Recreation Commission.

Further, if the project is approved, current best practices would be applied for quality assurance and risk management, as well as First Nations and public consultation.

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board: That the Centennial Multi-Sport Box project plan be approved as presented and that staff be directed to proceed with next steps, including grant transfer, procurement and loan authorization bylaw.

Alternative 2

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

IMPLICATIONS

Environmental & Climate Implications

The design would strive for best practices for low energy consumption, and the cover on the Multi-Sport Box would provide environmental protection for programs during extreme weather.

Intergovernmental Implications

The District of Central Saanich was successful in receiving \$2,012,908 in grant funding from the Investing in Canada Infrastructure Program - Community, Culture and Recreation Stream to build a multi-sport facility to replace a 40-year-old lacrosse box. Initial discussions with the District indicated that grant funding could be transferred to the CRD provided there was an agreement in place between the District and the CRD for commitment to the project, including an agreement for leasing and an agreement for transferring the grant. The CRD would be delivering and managing the facility and would be responsible for undertaking the reporting for the grant. If the project is approved, the CRD is committed to working with the District and the grant program to adhere to all grant requirements to ensure the grant program's support of the transfer.

Social Implications

The Multi-Sport Box would provide opportunities for social connection and physical activity for community members of diverse age, ability and interest. Usage would include pickleball, lacrosse, ball hockey, and youth multi-sport programs to meet community needs.

Financial Implications

Based on borrowing of \$2.9 million and the forecasted borrowing rate of 5.1% over a 15-year repayment period, the annual debt service cost is estimated at \$298,193. Short-term financing would be utilized through the construction phase and long-term debt issue would be planned for spring 2025. The short-term borrowing costs would not have a negative impact on the 2023 requisition. A loan authorization bylaw would be brought forward following the CRD Board final budget approval.

The increased transfer to the capital reserve fund based on the capital reserve guideline is estimated at \$77,000 and would start in 2026 once the project is completed. The 2023-2027 financial plan has been updated to reflect forecasted borrowing, operational and capital costs. The operational budget and the capital plan are attached as Appendix C and D.

Anticipated operating costs include wages and benefits for maintenance, repairs and cleaning of the facility and utilities. Additional staff resources would be required to administer and maintain the Multi-Sport Box. Programs offered on the court that require staffing would be offered on a cost recovery basis. Revenue collected from rental bookings would help offset operating costs. The annual estimated net operating cost is \$98,382, attached as Appendix E, and forecast to begin in 2026.

Service Delivery Implications

The overall operations of the Multi-Sport Box would align with the Peninsula Recreation Commission's policies and procedures, with priority given to Panorama programs and services to meet community need. Programs may include drop-in times allocated to specific activities or age groups, registered programs running for a series of weeks, or special events.

Alignment with Existing Plans & Strategies

The Panorama Recreation 2022-2026 Strategic Plan includes considering the feasibility of developing a multi-sport facility in Central Saanich.

CONCLUSION

The District of Central Saanich was successful in obtaining grant funding from the Investing in Canada Infrastructure Program to build a multi-sport facility that would replace a 40-year-old lacrosse box. The CRD and the District agree that the multi-sport facility is a regional recreation service that meets community need, and a project plan has been developed. The project has been added to the CRD 2023-2027 Capital Plan to be funded by the grant transfer and debt.

RECOMMENDATION

The Peninsula Recreation Commission recommends to the Capital Regional District Board: That the Centennial Multi-Sport Box project plan be approved as presented and that staff be directed to proceed with next steps, including grant transfer, procurement and loan authorization bylaw.

Submitted by:	Lorraine Brewster, M.A., Senior Manager, Panorama Recreation
Concurrence:	Glenn Harris, Ph.D., RP.Bio., Acting General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: January 26 Staff Report to Peninsula Recreation Commission
- Appendix B: Heads of Terms for Lease of Lands for Multi-Sport Box and Fieldhouse at Centennial Park – Central Saanich
- Appendix C: 2023-2027 Operating Budget
- Appendix D: 2023-2027 Capital Plan
- Appendix E: Annual Estimated Net Operating Cost



REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 26, 2023

SUBJECT Centennial Park Multi-Sport Box

ISSUE SUMMARY

To provide the Commission with a proposed approach for building and operating the Centennial Park Multi-Sport Box project.

BACKGROUND

The District of Central Saanich was successful in obtaining grant funding of \$2,012,908 from the Investing in Canada Infrastructure Program to build a multi-sport facility that will replace a 40-year-old lacrosse box.

At the June 16, 2022, Peninsula Recreation Commission meeting, staff from the District of Central Saanich provided a presentation on the multi-sport facility. The Commission passed the motion "That the Peninsula Recreation Commission endorse staff to enter discussions with District of Central Saanich staff regarding partnership options for the Centennial Multi-Sport Box up to and including operations, leasehold agreement and potentially ownership."

In discussions with District of Central Saanich staff, it was agreed that:

- the proposed facility is a regional recreation service.
- the grant funding could be transferred to the Capital Regional District (CRD), provided there is an agreement in place between the District and the CRD for the commitment to the project.
- the CRD would build and operate the multi-sport box, entering into a long-term lease for the sport box as well as the existing fieldhouse.

ALTERNATIVES

Alternative 1

That staff be directed to bring back a detailed project plan to the Peninsula Recreation Commission, including terms with the District of Central Saanich for the grant transfer, procurement approach, fieldhouse condition assessment, schedule, property tenure details and borrowing and budget implications.

Alternative 2

That staff be directed to evaluate additional options.

IMPLICATIONS

Intergovernmental Implications

The Investing in Canada Infrastructure Program grant, which was obtained through the District of Central Saanich, can be transferred to the CRD, provided there is an agreement in place between the District and the CRD for the commitment to the project.

Prior communications with local First Nations indicated an interest in the use of the sport box and, if the project is approved, staff would engage with W̱SÁNEĆ Nations to assess interest and collaboration on the multi-sport box.

Financial Implications

The District of Central Saanich requested a consultant to provide an update to the cost estimate dated August 28, 2020, to reflect the current construction industry costs. The revised cost estimate dated April 18, 2022, is \$4,202,100 which includes an asphalt surface. The consultant indicated there would be an additional cost of approximately \$300,000 for changing to a concrete surface.

Since the consultant's revised cost estimate of April 18, 2022, staff have prepared an updated cost estimate which includes an asphalt surface from a low range of \$4,010,000 to a high range of \$4,900,000 based on a typical capital project (Appendix A).

Based on the forecasted borrowing rate of 5.19% over a 10-year repayment period, the annual budget increase is estimated to range from a low of \$464,245 to a high of \$588,375, and the annual debt payments are estimated to range between \$286,527 to \$410,305. The increase to the capital reserve fund is based on the capital reserve guidelines, and ranges between \$76,836 to \$77,188 annually. (Appendix B)

Operating costs will be brought back to the Commission once the project plan is complete. Anticipated costs include wages and benefits for maintenance, repairs and cleaning of the facility and utilities. Additional staff resources would be required to administer and maintain the sport box.

Staff recommend having a condition assessment done on the fieldhouse to ensure the commission is aware of any significant elements that will need to be addressed in the future.

Service Delivery Implications

The CRD would be responsible to build, operate and maintain the facility as an extension of Peninsula Recreation's service delivery. The District of Central Saanich would transfer the grant funding and enter into a long-term lease for the multi-sport box and the existing fieldhouse.

Alignment with Existing Plans & Strategies

The 2022-2026 Strategic Plan recommends considering the feasibility of developing a multi-sport facility in Central Saanich.

CONCLUSION

The District of Central Saanich was successful in obtaining grant funding from the Investing in Canada Infrastructure Program to build a multi-sport facility that will replace a 40-year-old lacrosse box. CRD staff worked closely with the District of Central Saanich staff to look at partnership options for the Centennial Park Multi-Sport Box, up to and including operations, leasehold agreement and potentially ownership. The preferred project delivery model is for the CRD to build and operate the multi-sport box and enter into a long-term lease for the sport box and existing field house.

RECOMMENDATION

That staff be directed to bring back a detailed project plan to the Peninsula Recreation Commission, including terms with the District of Central Saanich for the grant transfer, procurement approach, field house condition assessment, schedule, property tenure details and borrowing and budget implications.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services

ATTACHMENTS

Appendix A: Capital Project Budget Estimate

Appendix B: Estimated Increase to Annual Operating Budget

Capital Regional District - Parks & Environmental Services Department
Facilities Management & Engineering Services Division
STANDARD CAPITAL PROJECT ESTIMATING FORM

PROJECT NAME: Central Saanich Sport Box

DATE PREPARED: January 9, 2022

		Low Range		High Range	
		% Selected	Amounts	% Selected	Amounts
1.0	PHASE 1: PRE-TENDER				
1.1	Architect and Engineering Design Fees (4%-6% of Item 2.1)	4%	\$128,000	6%	\$192,000
1.2	CRD Project Management Costs (2%-5% of Item 2.1)	2%	\$64,000	5%	\$160,000
1.3	First Nations Consultation Fees (0%-1% of Item 2.1)	0%	\$0	1%	\$32,000
1.4	Environmental Assessment (0%-2% of Item 2.1)	0%	\$0	0.5%	\$16,000
1.5	Sub-Total Phase 1		\$192,000		\$400,000
2.0	PHASE 2: POST-TENDER				
2.1	Preliminary Construction Cost Estimate (See Notes 1 & 2 Below)		\$3,200,000		\$3,200,000
2.2	Inflation Since Estimate (2%-10% per year of Item 2.1)	5%	\$160,000	10%	\$320,000
2.3	Permits and Fees (1%-2% of Items 2.1 + 2.2)	1%	\$33,600	2%	\$70,400
2.4	Contingencies (3%-30% of Items 2.1 + 2.2)	5%	\$168,000	10%	\$352,000
2.5	Changes in Scope by Owner (Per Bylaw - 0%-2% of Items 2.1 + 2.2)	0%	\$0	2%	\$70,400
2.6	Architect and Engineering Design Fees (3%-6% of Items 2.1 + 2.2)	3%	\$100,800	6%	\$211,200
2.7	CRD Project Management Costs (5%-10% of Items 2.1 + 2.2)	3%	\$100,800	5%	\$176,000
2.8	First Nations Consultant and/or Monitoring Fees (0%-2% of Item 2.1 + 2.2)	1%	\$33,600	2%	\$70,400
2.9	Sub-Total Phase 2		\$3,796,800		\$4,470,400
3.0	TOTAL PROJECT DELIVERY COST (1.5 + 2.9)		\$3,988,800		\$4,870,400
3.1	Grant or other funding amount		\$1,900,000		\$1,900,000
3.2	TOTAL AMOUNT FOR BORROWING (As Required)		\$2,088,800		\$2,970,400
4.0	BORROWING COST - MFA Cost of Issue, Interim Finance Costs and Finance Dept Charge (1% of Item 3.0)	1%	\$20,888	1%	\$29,704
5.0	TOTAL CAPITAL PROJECT BUDGET ESTIMATE		\$4,010,000		\$4,900,000

Items not included in item 2.1 above

a	Concrete surface upgrade cost	\$	300,000.00
b	Enclose walls - Herold Estimate	\$	330,000.00
c	Fire Suppression		unknown
d	HVAC - Herold Estimate	\$	300,000.00
e	*Acrylic glass upgrade	\$	40,000.00

* Acrylic glass upgrade price only (no engineering or structural considerations for wind loads)

Notes

- 1 Estimate provided by Herold Engineering based on similar project constructed in recent years.
- 2 Reliability of the estimate is impacted by the number of bids received.
- 3 Less than 3 bids has an increased probability of high bids, with potential of a single bid being extremely high.

Appendix B
Estimated Increase to Annual Operating Budget

Increase to operating budget	Low Range	High Range
Direct and indirect operating costs		
Program supplies	\$ 5,400	\$ 5,400
Operating supplies	5,000	5,000
Repairs & maintenance	10,000	10,000
Utilities	25,000	25,000
Wages & benefits	102,982	102,982
Total annual increase to operating costs	<u>\$ 148,382.00</u>	<u>\$ 148,382.00</u>
Rental revenue	<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>
Net contribution (deficit)	-\$ 98,382.00	-\$ 98,382.00
Transfers & debt		
Annual increase to capital reserve	76,836	77,188
Annual increase to equipment replacement fund	2,500	2,500
Annual debt interest payments	106,408	154,164
Annual debt principle paymnets	180,119	256,141
Total transfers & debt	<u>\$ 365,863</u>	<u>\$ 489,993</u>
Net increase to requisition	<u>\$ 464,245</u>	<u>\$ 588,375</u>

HEADS OF TERMS FOR
LEASE OF LANDS FOR MULTI-SPORT BOX AND FIELDHOUSE
AT CENTENNIAL PARK – CENTRAL SAANICH

Landlord:	District of Central Saanich 1903 Mount Newton Cross Road, Saanichton, BC V8M 2A9
Tenant:	Capital Regional District's Peninsula Recreation Service (CRD) 625 Fisgard Street, Victoria, BC P O BOX 1000 V8W 2S6
Land:	Centennial Park – Central Saanich Part of 2 Lots: -1785 Hovey – PID 003 150 470 –Lot B S.8 Range 2E South Saanich VIP 23827 -Wallace Dr – PID 003 150 453 -Lot A S.8 Range 2E South Saanich VIP 23837
Term:	60 years Renewal: if mutually agreeable
Lease Fee:	\$10 – for the Term
Assignment:	Assignable to organizations related to the CRD operating under the Local Government Act
Condition of Land:	As is, where is
Commencement Date:	September 1, 2023 Expiration Date: August 31, 2082
Area:	See Map - Schedule A
Purpose:	CRD will replace the Lacrosse Box at Centennial Park with a new Multi-Sport Box that CRD will design and construct. CRD will be responsible for managing, operating, maintaining, and repairing the Multi-Sport Box, Fieldhouse, and Picnic Shelter #2 at Centennial Park.
Fieldhouse and Picnic Shelter #2	As is condition. With existing equipment and chairs and tables. CRD responsible for Operations, Maintenance and Repair <i>Potential capital reserve transfer to be discussed after the building condition report is completed and whether pending work is required.</i>
Parking Lot and Gates	The parking lot is non-exclusive. Both Central Saanich and CRD patrons will be able to use the parking lot within the Lease area. Central Saanich will be responsible for the operation, maintenance and repair of the parking lot and the 4 gates. This includes gates that access the park beyond the lease area, and to the Works Yard behind the Multi-Sport Box.
Public Washrooms at the Field House	The public washrooms at the field house will remain open for an agreed to schedule. Likely 8am to evening, or dawn to dusk, depending on the time of the year. Details to be confirmed.
Agreement is Subject to:	- CRD's and the District of Central Saanich's Approvals.

- Confirmation that the necessary grants and budgets are in place.

Expiry Terms:

All fixtures and chattels owned by the Tenant will remain the property of the Tenant and may be removed by the Tenant, at the Tenant's cost, at the expiration of the Term or any extension or renewal hereof or at the sooner termination hereof.

If the Tenant does not remove the fixtures or chattels, or if the Landlord makes no demand to remove the fixtures or chattels, such fixtures or chattels be deemed to become the Landlord's property without compensation to the Tenant.

Dispute resolution:

If a dispute arises between the parties relating to this Lease, or arising out of the Lease, either party may notify the other by written notice of the existence of a dispute and a desire to resolve the dispute by mediation. The CAO of the District of Central Saanich and the CAO of the CRD would be responsible to resolve the mediation.

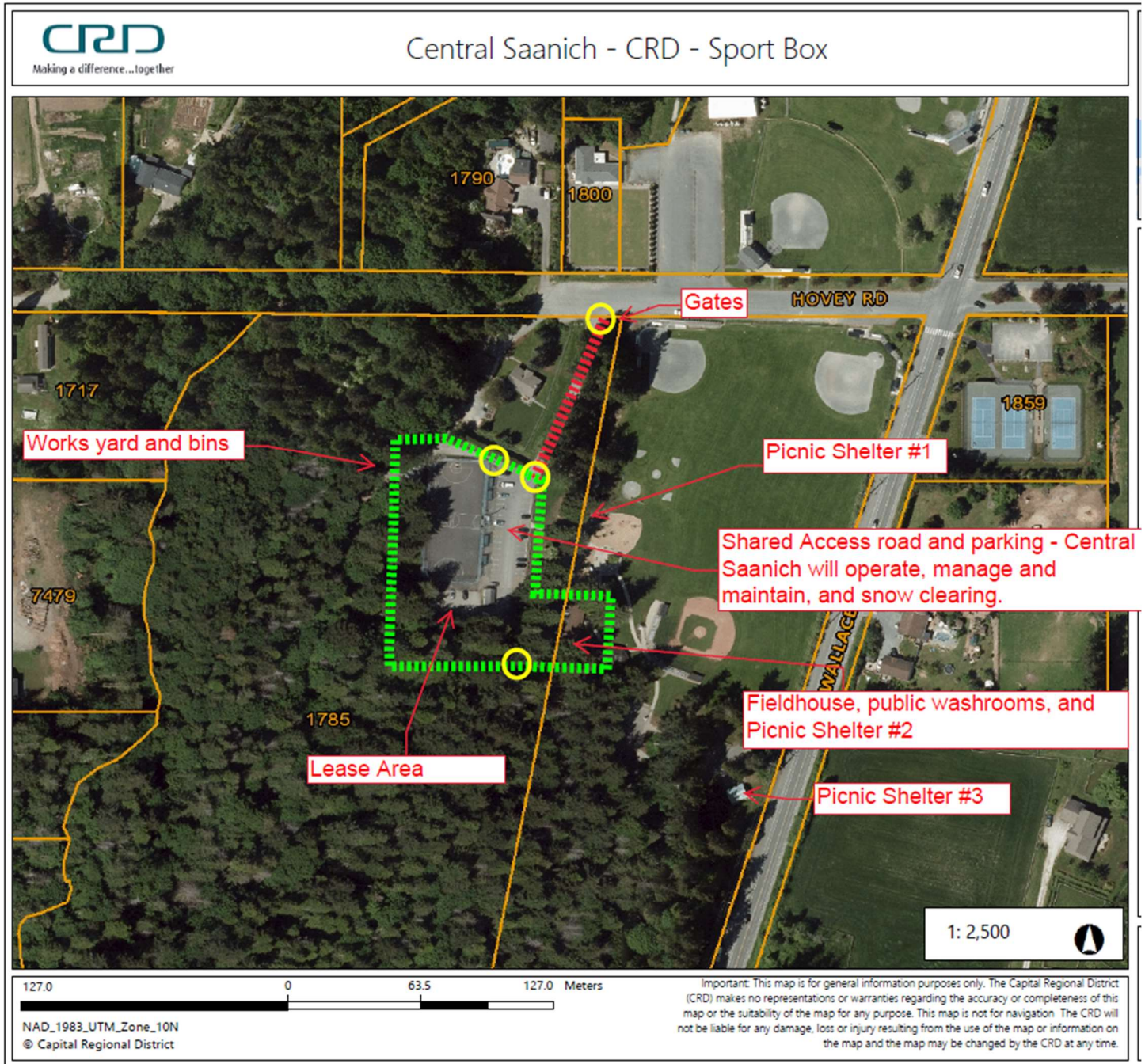
Recreation facility construction clause (both parties)

The Landlord and the Tenant may, during the Term, negotiate to allow for the construction or expansion of facilities on the Land by the Landlord or the Tenant on such terms and conditions as may be mutually agreeable.

Other Picnic Shelters at Centennial Park

The CRD will enter into a separate Operating Agreement to manage the scheduling of all the Picnic Shelters at Centennial Park. Currently Picnic Shelters 1 and 3 are outside of the proposed Lease Area and potentially another will be added.

Schedule A: Draft Lease Area



PANORAMA RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,616,602	5,442,956	5,893,852	-	-	5,893,852	6,174,739	6,302,759	6,433,595	6,563,956
Utilities	639,692	605,666	606,000	-	-	606,000	618,116	630,480	643,087	655,949
Recreation Programs and Special Events	409,574	397,074	389,179	-	-	389,179	401,713	414,974	429,025	437,606
Operating Supplies & Promotion	345,815	345,206	336,925	-	-	336,925	354,353	353,074	365,939	366,935
Maintenance and Repairs	397,825	397,825	406,785	-	-	406,785	414,919	423,218	431,681	440,316
Internal Allocations	477,784	477,784	596,045	-	-	596,045	610,145	624,490	636,983	649,740
Licences/Surveys/Legal/Meeting	193,551	193,551	193,363	-	-	193,363	197,219	201,154	205,167	209,258
Advertising/Printing/Brouchures/Signs	57,699	57,699	39,839	-	-	39,839	40,636	41,448	42,277	43,121
Telephone/IT & Network Systems	56,977	56,977	59,957	-	-	59,957	61,238	62,043	63,572	64,842
Vehicles and Travel	73,670	74,658	62,310	-	-	62,310	63,552	64,821	66,109	67,433
Insurance	45,820	45,820	67,160	-	-	67,160	70,520	74,050	77,750	81,650
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
TOTAL OPERATING COSTS	8,365,009	8,145,216	8,701,415	-	-	8,701,415	9,057,151	9,242,510	9,445,185	9,630,806
*Percentage increase over prior year			6.83%			6.83%	4.09%	2.0%	2.2%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	7,961	7,961	(95,418)	-	-	(95,418)	8,283	8,448	8,617	8,790
Transfer to Capital Reserve Fund	308,402	569,423	411,204	-	-	411,204	740,566	835,416	925,416	925,416
Transfer to Equipment Replacement Fund	396,000	396,000	396,000	-	-	396,000	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	712,363	973,384	711,786	-	-	711,786	1,144,849	1,239,864	1,330,033	1,330,206
*Percentage increase over prior year			-26.88%			-26.88%	60.84%	8.30%	7.27%	0.01%
DEBT CHARGES	791,694	774,164	704,814	18,950	-	723,764	452,187	416,018	640,688	640,688
TOTAL COSTS	9,869,066	9,892,764	10,118,015	18,950	-	10,136,965	10,654,186	10,898,392	11,415,906	11,601,700
*Percentage increase over prior year		0.24%	2.28%			2.47%	5.10%	2.29%	4.75%	1.63%
Internal Recoveries										
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES	9,869,066	9,892,764	10,118,015	18,950	-	10,136,965	10,654,186	10,898,392	11,415,906	11,601,700
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year	-	-	-	-	-	-				
Fee Income	(3,431,601)	(3,385,692)	(3,443,884)	-	-	(3,443,884)	(3,698,119)	(3,764,758)	(3,832,758)	(3,899,619)
Rental Income	(964,334)	(960,741)	(997,439)	-	-	(997,439)	(1,012,287)	(1,032,534)	(1,053,184)	(1,074,247)
Sponsorships	(35,298)	(35,298)	(20,752)	-	-	(20,752)	(21,126)	(21,508)	(21,897)	(22,295)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	(51,000)	-
Payments - In Lieu of Taxes	(175,170)	(175,170)	(186,936)	-	-	(186,936)	(175,170)	(175,170)	(175,170)	(175,170)
Grants - Other	(72,177)	(145,377)	(227,556)	-	-	(227,556)	(276,657)	(276,657)	(276,657)	(276,657)
TOTAL REVENUE	(4,678,580)	(4,702,278)	(4,876,567)	-	-	(4,876,567)	(5,183,359)	(5,270,627)	(5,410,666)	(5,447,988)
*Percentage increase over prior year		0.51%	3.71%			3.71%	6.29%	1.68%	2.66%	0.69%
REQUISITION	(5,190,486)	(5,190,486)	(5,241,448)	(18,950)	-	(5,260,398)	(5,470,827)	(5,627,765)	(6,005,240)	(6,153,712)
*Percentage increase over prior year			0.98%			1.35%	4.00%	2.87%	6.71%	2.47%
PARTICIPANTS: North Saanich. Sidney, Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	36.85	36.85	36.85	0.00	0.00	36.85	36.85	36.85	36.85	36.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

Appendix D

2023-2027 Capital Plan

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2023 - 2027

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>Full Roof Replacement of a 40 year old roof above the swimming pool area: The new roofing system meets current energy standards with an expected service life of 35 years.</i>	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	Project Drivers Maintain Level of Service - Project maintains existing or improved level of service. Advance Board or Corporate Priority - Project is a Board or Corporate priority. Emergency - Project is required for health or safety reasons. Cost Benefit - Project provide economic benefit to the organization.
Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes Debt - Debenlure Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund STLoan - Short Term Loans WU - Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan - Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan - Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan - Plan that identifies asset replacements based primarily on asset age and/or asset material/type. Condition Assessment - Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) - Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) - Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) - Estimate based on limited site information; used for program planning. Class D (±50%) - Estimate based on little/no site information; used for long-term planning.	

Service #: 1.44x

Service Name: Panorama Recreation

SECTION 1: PROJECT DESCRIPTION AND BUDGET														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total	
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$310,000	310,000	-	-	-	-	\$310,000	
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,000	80,000	-	-	-	-	\$80,000	
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res		150,000	-	-	-	-	\$150,000	
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res		112,000	-	-	-	-	\$112,000	
18-09	Replacement	Replace Pool room HVAC Air handling Unit	Replace Pool room HVAC Air handling Unit due to end of life	\$50,000	B	Res		50,000	-	-	-	-	\$50,000	
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires - arenas, tennis buildings	\$188,000	B	Cap	\$60,000	60,000	-	-	-	-	\$60,000	
	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires - arenas, tennis buildings		B	Cap		20,000					\$20,000	
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res		9,000	-	-	-	-	\$9,000	
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt		453,000	2,000,000	-	-	-	\$2,453,000	
	New	Heat Recovery Plant	Construct heat recovery plant		B	Grant		-	-	-	-	-	\$0	
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res		65,000	-	-	-	-	\$65,000	
	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area		S	Grant		-	-	-	-	-	\$0	
21-06	Replacement	Vehicle Replacement (Club Car)	Replace Club Car due to end of life	\$20,000	V	ERF		20,000	-	-	-	-	\$20,000	
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res		-	70,000	-	-	-	\$70,000	
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res		310,000	-	-	-	-	\$310,000	
	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant		15,000	-	-	-	-	\$15,000	
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res		50,000	-	-	-	-	\$50,000	
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$364,872	E	ERF		364,872	-	-	-	-	\$364,872	
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$46,000	V	ERF		46,000	-	-	-	-	\$46,000	
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF		15,000	-	-	-	-	\$15,000	
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF		11,000	-	-	-	-	\$11,000	
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacr bay #2	\$20,000	B	Res		20,000	-	-	-	-	\$20,000	
23-14	Renewal	Arena change rooms accessibility upgrade	design and consultant for arena changeroom accessibility upgrade	\$20,000	B	Res		20,000	-	-	-	-	\$20,000	
23-15	Renewal	Greenglade parking lot	replace greenglade parking lot due to end of life	\$115,000	B	Res		115,000					\$115,000	
23-16	Replacement	Video Surveillance system	replace video Surveillance system at Panorama and Greenglade due to end of life	\$160,000	E	ERF		160,000					\$160,000	
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich	\$4,912,908	S	Debt		500,000	2,400,000				\$2,900,000	
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich		S	Grant		-	2,012,908				\$2,012,908	
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res		-	110,000	-	-	-	\$110,000	
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	Res		-	30,000	-	-	-	\$30,000	
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res		-	26,000	-	-	-	\$26,000	
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$320,000	E	Cap	\$245,000	245,000	-	-	-	-	\$245,000	
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$357,672	E	ERF		-	357,672	-	-	-	\$357,672	
24-08	Renewal	Water supply system upgrade	upgrade water supply system	\$22,000	E	ERF		-	22,000	-	-	-	\$22,000	
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$346,662	E	ERF		-	-	346,662	-	-	\$346,662	
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$250,000	E	Res		-	-	25,000	-	-	\$25,000	
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res		-	-	50,000	-	-	\$50,000	
25-05	Replacement	Replacement of underwater lighting	Replacement of undrewater lighting in pool	\$50,000	B	Res		-	-	50,000	-	-	\$50,000	
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res		-	-	200,000	-	-	\$200,000	
25-07	Replacement	Replace heating system in tennis courts	Replace heating sustem in tennis courts	\$60,000	E	Res		-	-	60,000	-	-	\$60,000	
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF		-	-	60,000	-	-	\$60,000	
26-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,630	E	ERF		-	-	-	349,630	-	\$349,630	
26-02	Replacement	Replace Ford F250 4x4	Replace Ford F250 4x4 due to end of life	\$55,000	E	ERF		-	-	-	-	55,000	\$55,000	
26-03	Replacement	Replace sound system in Areana A&B	Replace sound system in Areana A&B	\$32,000	E	ERF		-	-	-	-	32,000	\$32,000	

Service #: 1.44x
Service Name: Panorama Recreation

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
26-04	Renewal	Building improvements	improvements to Arena A & B and pool areas	\$142,000	B	Res		-	-	-	147,000		\$147,000
26-05	Replacement	HVAC equipment replacement	HVAC equipment replacement link building, weight room, and courts	\$123,000	B	Res		-	-	-	123,000		\$123,000
26-06	Replacement	Replace diving board stands	Replace diving board stand due to end of life	\$20,000	B	Res		-	-	-	20,000		\$20,000
26-07	Replacement	Replace squash court floors	Replace squash court floors	\$20,000	B	Res		-	-	-	20,000		\$20,000
27-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,100	V	ERF						349,100	\$349,100
27-02	Renewal	Panorama exterior painting	Panorama exterior painting	\$100,000	S	Res						100,000	\$100,000
27-03	Renewal	Panorama lower parking lot renewal	Panorama lower parking lot renewal	\$200,000	S	Res						200,000	\$200,000
27-04	Replacement	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$35,000	S	Res						35,000	\$35,000
			GRAND TOTAL	\$12,899,844			\$695,000	\$3,200,872	\$7,026,580	\$791,662	\$746,630	\$684,100	\$12,451,844

Appendix E
Annual Estimated Net Operating Cost

Increase to operating budget

Direct and indirect operating costs

Program supplies	\$ 5,400
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Operating supplies	5,000
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Repairs & maintenance	10,000
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Utilities	25,000
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Wages & benefits	<u>102,982</u>
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Total annual increase to operating costs	<u>\$ 148,382.00</u>
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Rental revenue	<u>\$ 50,000.00</u>
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Net contribution (deficit)	<u><u>-\$ 98,382.00</u></u>
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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, FEBRUARY 23, 2023**

SUBJECT Year-End Financial Report – December 2022

ISSUE SUMMARY

To inform the Commission of the year-end financial data for 2022.

BACKGROUND

At its January 26, 2023 meeting, the Peninsula Recreation Commission approved the 2022 operating surplus be transferred to reserves, as follows: 50% to capital reserve, 25% to equipment replacement reserve and 25% to the operating reserve.

The final operating surplus for the year ending December 31, 2022 was \$286,235. The year-end financials for 2022 are complete and a summary of the operating revenues and expenses for the year are shown on the attached document (Appendix A). The transfer of \$143,118 to the capital reserve, \$71,559 to the equipment replacement reserve and \$71,559 to the operating reserve is reflected in the attached summary of operating revenues and expenses.

The operating surplus was a result of the following:

1. \$100,898 less in contribution from direct operations
2. \$364,533 from underspent indirect expenses
3. \$12,471 from additional indirect revenues
4. \$10,129 from saving in debt interest

Preliminary balance of reserves at December 31, 2022:

Equipment replacement fund (ERF) (after transfer of 2022 surplus)	\$927,962
Capital Reserves (after transfer of 2022 surplus)	\$4,032,867
Operating reserve (after transfer of 2022 surplus)	\$401,807

Ratio 2022 operating funded by:

- Total 2022 operations and transfers were 43.5% funded by the users.
- Excluding debt, 2022 operations and transfers were 47.5% funded by the users.

CONCLUSION

Panorama Recreation continues to slowly recover from the COVID-19 pandemic, with reduced discretionary expenditures and providing programs and services to meet community need.

RECOMMENDATION

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

Submitted by:	Allison Sharp, CPA, CGA, Manager of Administrative Services
Concurrence:	Lorraine Brewster, M.A., Senior Manager, Panorama Recreation

ATTACHMENT

Appendix A: Statement of Operations – December 2022

Appendix A Statement of Operations December 2022

PANORAMA RECREATION - STATEMENT OF OPERATIONS (12 MONTH ENDED December 31, 2022)

	% of Budget Utilized	2022 Budget	2022 Actual	2022 Actual to Budget in dollars by %		2021 Actual	Actual difference 2021 to 2022 in Dollars by %	
DIRECT OPERATING REVENUES								
Admissions & pass sales	77%	1,399,736	1,076,968	(322,768)	-23%	788,400	288,568	37%
Partnerships	38%	2,000	750	(1,250)	-63%	-	750	0%
Programs	91%	1,960,528	1,783,424	(177,104)	-9%	1,371,323	412,101	30%
Rentals	102%	914,946	937,808	22,862	2%	858,379	79,429	9%
Sponsorships, grants & donations	254%	92,177	233,976	141,799	154%	169,397	64,579	38%
Other (fees, commissions)	69%	122,013	84,655	(37,358)	-31%	60,618	24,037	40%
TOTAL DIRECT OPERATING REVENUES	92%	4,491,400	4,117,582	(373,818)	-8%	3,248,117	869,464	27%
DIRECT OPERATING EXPENSES								
Instructional Services	107%	357,457	384,113	26,656	7%	330,666	53,447	16%
Operating supplies	106%	145,263	154,355	9,092	6%	127,665	26,691	21%
Repairs & Maintenance (pool, arena, racquet)	107%	213,388	227,890	14,501	7%	194,562	33,327	17%
Travel & vehicle costs	96%	16,984	16,258	(726)	-4%	20,137	(3,878)	-19%
Wages & Benefits	89%	2,758,225	2,442,433	(315,792)	-11%	1,815,732	626,702	35%
Other (Staff training, licences, fees, dues, memberships)	79%	32,341	25,688	(6,652)	-21%	23,485	2,204	9%
TOTAL DIRECT OPERATING EXPENSES	92%	3,523,658	3,250,737	(272,921)	-8%	2,512,246	738,492	29%
CONTRIBUTION DIRECT OPERATIONS	90%	967,741	866,844	(100,897)	-10%	735,872	130,973	18%
INDIRECT EXPENSES- ADMIN., MAINTENANCE								
Advertising	27%	46,665	12,662	(34,003)	-73%	14,172	(1,510)	-11%
Contract for services & legal	90%	44,727	40,235	(4,493)	-10%	67,195	(26,960)	-40%
CRD charges (IT, HR, payroll, finance)	98%	477,784	468,194	(9,590)	-2%	525,274	(57,080)	-11%
Insurance	100%	45,820	45,820	-	0%	42,760	3,060	7%
Leasehold Improvements	100%	40,000	40,000	-	0%	40,000	-	0%
Licences, fees & dues	109%	122,172	133,134	10,963	9%	115,278	17,857	15%
Rentals - Facilities and Equipment (CSCC & NSMS)	126%	79,981	100,614	20,633	26%	88,505	12,108	14%
Repairs & Maint. (general)	66%	104,770	68,977	(35,794)	-34%	64,163	4,814	8%
Supplies	121%	170,088	205,962	35,874	21%	169,724	36,238	21%
Travel & vehicle costs	74%	28,467	20,946	(7,521)	-26%	31,117	(10,171)	-33%
Utilities (hydro, sewer, water & phone)	97%	701,425	683,407	(18,019)	-3%	525,481	157,926	30%
Wages & Benefits	91%	2,858,378	2,606,136	(252,242)	-9%	2,193,821	412,315	19%
Other (meetings, printing costs, admin. staff training)	65%	57,786	37,444	(20,342)	-35%	39,466	(2,022)	-5%
Contingency	0%	50,000	-	(50,000)	-100%	-	-	-
TOTAL INDIRECT EXPENSES	92%	4,828,063	4,463,530	(364,533)	-8%	3,916,955	546,575	14%
INDIRECT REVENUES								
Payments in lieu of taxes & Recovery	100%	175,170	175,170	(0)	0%	161,891	13,279	8%
Interest income	232%	9,420	21,891	12,471	132%	14,522	7,369	51%
TOTAL INDIRECT REVENUES	107%	184,590	197,060	12,470	7%	176,413	20,647	12%
NET CONTRIBUTIONS (DEFICIT)	92%	(3,675,732)	(3,399,625)	276,106	-8%	(3,004,671)	(394,955)	13%
TRANSFERS & DEBT								
Equipment Replacement Fund	118%	396,000	467,559	71,559	18%	456,052	11,506	3%
Transfers to General Capital Fund	-	-	71,559	71,559	0%	-	71,559	-
Transfer to Capital Reserve fund	146%	308,402	451,520	143,118	46%	863,772	(412,253)	-48%
Transfer to Internal Reserve	100%	7,961	7,961	(0)	0%	248,687	(240,726)	-97%
Debt-interest payments	97%	294,954	284,825	(10,129)	-3%	272,522	12,302	5%
Debt-Principal payments	100%	507,439	507,438	(1)	0%	507,438	-	0%
MFA Debt Reserve interest	-	-	-	-	0%	-	-	-
TOTAL TRANSFERS & DEBT	118%	1,514,756	1,790,861	276,105	18%	2,348,472	(557,612)	-24%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	100%	(5,190,487)	(5,190,486)	1	0%	(5,353,143)	162,657	-3%
Requisition	100%	5,190,486	5,190,486	-	0%	5,093,722	96,764	2%
Prior year's surplus	-	-	-	-	0%	259,421	(259,421)	-
NET OPERATIONS		(1)	(0)	1	-100%	0	(0)	

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, FEBRUARY 23, 2023**

SUBJECT Capital Projects

ISSUE SUMMARY

To provide information on the progress of capital projects.

Arena Dehumidification Replacement

In December 2022, Panorama commissioned AME Group (the consultant) to provide dehumidifier replacement options that did not include gas burning units. The recommendation is to install electric resistance dehumidification and, once an energy loop is available on site, install energy recovery preheat coils. Staff will work with the consultant on system design with the goal of being ready for tender in late spring of 2023.

Heat Recovery Project

With the financial support of a successful application to the Green Municipal Fund Community Building Retrofit Program, staff selected a consultant, completed site visits, and began the development of a Greenhouse Gas Reduction Pathway feasibility study for three CRD recreation centres: Panorama Recreation Centre, SEAPARC Leisure Complex, and Rainbow Road Aquatic Centre. This study will identify energy and greenhouse gas-reducing opportunities in these three sites, with the goal of developing a pathway to net-zero carbon emissions by 2050, in line with the targets of the CRD Climate Action Strategy.

In addition to the pathway, this grant will fully fund a tender ready, energy recovery system design for Panorama Recreation. The new system design will prioritize space heating and domestic hot water supply. The dehumidification component will focus on preheating air to lessen the electrical demand and can be installed at any point after electric dehumidification is installed. Completed design is expected in the fall of 2023

Jumpstart Multi Sport Court

The new fixed base adjustable height basketball hoops have now been installed at the Canadian Tire Jumpstart Multi-Sport Court. Tennis markings were removed along with some adjustments to the key and free throw markings on the court.

CONCLUSION

The above is a progress report on approved capital projects.

RECOMMENDATION

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

Submitted by:	Matt Curtis, Manager of Facilities & Operations
Concurrence:	Lorraine Brewster, Senior Manager, Panorama Recreation

To: The Peninsula Recreation Commission (PRC)
From: Saanich Peninsula Pickleball Association

As the main representatives advocating for pickleball on the Peninsula, we hope you will not mind us responding to the PRC strategic plan, and requesting your assistance. All of us on this executive love playing pickleball and are simply volunteers helping to promote the sport. We are sure you know already how popular it is and how much demand there is for court space.

We appreciated the comments about pickleball in section 4 of your Strategic Plan, Infrastructure Focus Areas.

“Strategy: Play a leadership role in helping to better understand indoor and outdoor pickleball needs and determine the best future course(s) of action.

Action: Conduct a pickleball strategy to further explore and understand participation levels, trends, and future infrastructure needs (and the best approaches for meeting these needs).”
We would respectfully request these issues be addressed in the next few months rather than years.

Virtually all Official Community Plans (OCP's) recognize that catering for the health and wellness of communities is a high priority, and your first goal states: “Foster active living through physical recreation.” Pickleball is probably the fastest growing sport on the planet for all ages, but is extremely popular among the 50+ age group, which your own statistics recognize is the primary demographic of all our municipalities (Sidney: 59.8, North Saanich: 56.2, Central Saanich: 50.4 years). Besides great exercise, it provides wonderful social interaction, fun, and has all-round health benefits.

Our executive has spent a significant amount of time attempting to mediate relationships with both tennis players and residents. A small step forward was made in Central Saanich when the presidents of our association and the tennis club met with a staff member to work out an agreement at Centennial Park. While we recognized that more courts are needed, as a temporary arrangement we agreed to reserve courts 2 and 3 for tennis only and make two pickleball courts on court 1. In the meantime, we are waiting to see how pickleball will be included in the mix in the proposed new facility at the Lacrosse Box.

In North Saanich, we are grateful for the council's foresight in building the four beautiful courts at Wain Road Park. The complaints of a few residents are well known, but we worked incredibly hard at finding ways to keep the peace. It is our hope that the compromise reached for the present hours will continue to be honoured by players and residents. We have made it very clear to all our members that they must respect the restricted hours. Of course, there are also players who are not part of our association. One of our members was tasked with a neighbour relations portfolio and did a great job of working with some of the more outspoken residents. It is therefore very disappointing to hear that the residents are still complaining. We hope that sound mitigation technology, which continues to be developed and improved, be considered as a solution.

Our attempts to promote the development of additional courts in all three Peninsula municipalities have met with little success, which is extremely frustrating. We have addressed councils, sent letters, and met with mayors, council members, and staff, yet we have seen no progress. All over Vancouver Island, on the mainland, throughout BC, in other provinces and across Canada, courts have been, and are being built to meet the demand. In the United States big money, celebrities, and well-known sports personalities have now discovered pickleball, so incredible facilities are being built. Yet here on the Saanich Peninsula, no new courts have been built. We understand this is a high-density area where land is scarce and expensive, but the

benefits for the community far outweigh the challenges. You mention playing a leadership role, and we look forward to your combined expertise in the three municipalities providing innovation, initiative, and solutions. To help quantify the scope of the need, we have over 400 Facebook members, with many more who are not members of our association, all trying to find playing space.

Indoor courts open to the general public, include Greenglade Community Centre (2 courts) where it would be fantastic if two more courts could be built, North Saanich Middle School (6 courts) where we have worked with Greenglade staff in providing lessons for new players. In all the facilities the demand far outweighs availability. Outdoor courts include Wain Park (4), Centennial Park (1 with another temporary court planned for the spring of 2023, Iroquois Park (1 shared court). We also had access to two temporary courts on the asphalt-surfaced lacrosse box at Centennial Park, and Brentwood hall has three courts available for private bookings. We would love to see at the Panorama Recreation Centre, pickleball facilities comparable to those available for tennis with the four indoor and two outdoor courts.

To address the question in the strategic plan about indoor/outdoor, both are needed. So yes, finding suitable locations is a high priority.

The following are some of our attempts at finding outdoor locations alongside the councils, again with no success:

- . Rotary Park near the airport, Brethour, Iroquois, Tulista parks have all been declined.
- . Our most recent attempt to partner with the Peninsula Soccer Association to build four courts at Blue Heron Park has just been turned down by them.
- . We approached school districts to see if we could share tennis courts to no avail e.g. We asked about using the Stelly's courts but were told we could not adjust the nets and only had access for a limited time frame.

Note: Pickleball BC and Tennis BC have issued a joint statement saying that what we need is more dedicated courts rather than attempts to share facilities as their requirements are different. To answer the question on multi-use facilities, while this is better than nothing, it is dedicated courts that are needed.

Here is a request for consideration: Can the three councils under the PRC umbrella build a proper tournament facility that will meet the needs of locals but will also offer a facility that will attract players from all over the continent? Tournaments increase visitors to the local area thereby increasing business for hotels, restaurants and local businesses, all good for the community. Check <https://www.pickleballtournaments.com> to see the number of tournaments alone taking place every week.

We need your 'leadership role,' help, expertise, and action to take our request seriously and get this moving beyond research and discussion into reality. We are committed to working with you in finding a way forward in providing improved pickleball facilities to encourage health and wellness to residents of our Saanich Peninsula communities.

Sincerely,

Rod Ellis (President), Ann Blyth (Vice President), Corine Reid (Secretary), June Curtis (Treasurer), Sid Greenner (Member at large)

On behalf of Saanich Peninsula Pickleball Association