



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

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Thursday, January 25, 2024

6:00 PM

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

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

### 1. Territorial Acknowledgement

### 2. Election of Chair (*Pursuant to Section 215 of the Local Government Act*)

### 3. Approval of Agenda

### 4. Adoption of Minutes

#### 4.1 Minutes of the November 23, 2023 Peninsula Recreation Commission meeting

**Recommendation:** That the minutes of the Peninsula Recreation Commission meeting of November 23, 2023 be adopted as circulated.

**Attachment:** [Minutes – November 23, 2023](#)

### 5. Chair's Remarks

### 6. Presentations/Delegations

### 7. Commission Business

#### 7.1 Arena Programs and Services Report

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

**Attachment:** [Staff Report: Arena Programs and Services Report](#)

#### 7.2 2023 Operating Surplus

**Recommendation:** That the Peninsula Recreation Commission approve the transfer of 50% of the 2023 operating surplus to the capital reserve, 25% of the operating surplus to the equipment replacement fund and 25% to the operating reserve fund.

**Attachment:** [Staff Report: 2023 Operating Surplus](#)

### 7.3 Facility Rental Fee Adjustment Requests

**Recommendation:** That the Peninsula Recreation Commission approve waiving facility rental fees as outlined in Table 1.

**Attachment:** [Staff Report: Facility Rental Fee Adjustment Requests](#)

### 7.4 Centennial Multi-Sport Box – Verbal

### 7.5 Heat Recovery Project - Verbal

### 7.6 Peninsula Recreation Commission Meeting Dates for 2024

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

**Attachment:** [Staff Report: Peninsula Recreation Commission Meeting Dates for 2024](#)

### 7.7 North Saanich Council Resolution #503 - Regional Pickleball Courts

**Attachment:** [Correspondence: Peninsula Recreation Commission – Pickleball Discussion](#)

## 8. New Business

## 9. Adjournment

The next meeting is February 22, 2024.

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*To ensure quorum, please advise Denise Toso at [dtoso@panoramarec.bc.ca](mailto:dtoso@panoramarec.bc.ca) if you or your alternate cannot attend.*



**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, November 23, 2023, in the Panorama Boardroom  
1885 Forest Park Drive, North Saanich BC**

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**Present:**

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

Staff: L. Brewster, Senior Manager; K. Beck, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; M. Medland, Senior Financial Advisor, Finance and Technology; D. Toso (Recorder)

Also present: Christine Culham, Chief Administrative Officer, District of Central Saanich

**Regrets:**

Commissioners: C. McNeil-Smith, P. Jones

Staff: A. Sharp, Manager, Administrative Services

The meeting was called to order at 6:00 pm.

**1. Territorial Acknowledgement**

Commissioner Murray provided a territorial acknowledgement.

**2. Approval of Agenda**

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

**CARRIED**

**3. Adoption of Minutes of October 26, 2023**

**MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner Murray,  
That the minutes of the October 26, 2023 meeting be adopted.

**CARRIED**

**4. Chair's Remarks:**

Chair Imrie commented on the great opening of Greenglade playground yesterday, with a good turnout and comments by Vice-Chair Paltiel. The Chair remarked that he will no longer be on the commission next year but looks back on the last few years as interesting and very successful years.

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

**6. Commission Business**

**Peninsula Recreation Commission Minutes  
November 23, 2023**

**6.1 Aquatic Programs and Services**

M. Henderson presented the report.

P. DiBattista entered the meeting at 6:02 pm.

Discussion ensued regarding:

- No mechanism to prioritize peninsula residents, recreation is open to anyone in Victoria area. The majority of users are still peninsula residents.
- Aquatic staff are getting burned out; however, next year 14 staff will reach age 16 and qualify to train as assistant lifeguards. Martin and Paiden, assistant aquatics coordinator, have drummed up interest in entry level courses by visiting local high schools, but the training itself takes a lot of time (approximately 140 hours), including training as first responders to incidents and accidents at the facility.
- Staff hired as swim instructors or lifeguards will get the other course for free. Currently, we are not paying for their time but looking at training incentives in future budget.

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

M. Henderson left the meeting at 6:16 pm.

**6.2 Sub-Regional Recreation Facility Needs Assessment**

L. Brewster presented the report.

Discussion ensued regarding:

- The four Nations should be at the table at the beginning as part of the dialogue along with the three municipalities as opposed to being considered a user group. Important to think about the school district as well, opportunity for more Panorama programming.
- At a previous meeting, the commission was told we would not be increasing requisition for capital reserves in order to stay below the CRD Board mandate of 3.5%, now we're being asked to consider adding \$100,000 to the operating budget. The mandate is global across CRD as a whole and Peninsula Recreation's capital reserves are healthy. This increase is to consider the future of recreation on the peninsula and puts requisition at just over 4%, which is still within the overall framework of the mandate. If the service is expanded to provide recreation that formerly was provided by the municipalities, any future increase to requisition would be an offsetting shift from municipal budgets and not in line with historical increases.
- The amount budgeted may not be fully used; however, as the scope of work is developed, it might be that the best practice is to hire three different people to address specific needs as opposed to one consultant to do everything.

**Peninsula Recreation Commission Minutes  
November 23, 2023**

- This is a significant undertaking – is staff concerned it will distract from near and mid-term actions identified in the current strategic plan? It's important but does it need to be done now? Panorama staff would be supported by the CAO's of the municipalities, and broader CRD staff. It's an important step in the community right now because, although we have challenges with staffing, community expectation for programs and services is growing. Delivering recreation services is our business and we do it well; however, we need to hear from the community and user groups in order to come back with a good plan to deliver streamlined services under one body.
- Doing the assessment may uncover for municipalities that sub-regional management is best.
- An annual report is coming to the commission in February and will include an update on the progress of the strategic plan.
- The next step would be to work with the CAOs to develop the scope of work for the consultant and come back with a staff report to the commission in the spring.

**MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner Windsor,  
The Peninsula Recreation Commission recommends to the Capital Regional District Board:  
That the final 2024-2028 Panorama Recreation budget be adjusted by an additional \$100,000 to conduct a sub-regional recreation facility needs assessment for delivery of recreation services.

**CARRIED**

**6.3 Centennial Park Multi-Sport Box – Verbal**

M. Curtis reported that the lease agreement is nearing completion with some minor language changes and incorporating the Lions club space into the document. It should be ready for signatures within the next couple weeks.

The consultant hasn't heard an official date for the code change and does not believe it will happen for January 2024; however, we're still targeting the building permit application in 2023 and tendering for the structure early in 2024. Photos and renderings will likely be ready to share at the next update, but the general footprint will overtake the small access road between the caretaker's house and the current box and will preserve as much of the area of the parking lot on the south end as possible with minimal disturbance to trees.

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

**6.4 Heat Recovery Project - Verbal**

M. Curtis reported that preliminary design is complete, and the class b estimate falls within our approved budget. Higher GHG savings are anticipated. Next step is going into procurement for the detailed design, tendering and project oversight including system commissioning. Plan to award in early February. From a CRD grant stream, \$80,000 will be received for this project and we are anticipating substantial grants coming through BC Hydro and Fortis BC opportunities.

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

**Peninsula Recreation Commission Minutes  
November 23, 2023**

**6.5 December Commission Meeting - Verbal**

Chair Imrie indicated that, in discussion with staff, it does not appear that there is any need to have a December meeting and since there was agreement around the table, the December meeting was cancelled at the call of the chair.

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

**8. Adjournment**

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner Frost,  
That the meeting be adjourned at 6:54 pm.

**CARRIED**

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CHAIR

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RECORDER



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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 25, 2024

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### **SUBJECT**    **Arena Programs and Services**

### **ISSUE SUMMARY**

To provide information on arena programs and services.

### **BACKGROUND**

Panorama offers programs and services to the community on two arena surfaces. Arena B at Panorama Recreation was built in 1977, with arena A and the current arena lobby added in 1997 due to community demand. The refrigeration plant was replaced in 2015, and the floor, boards and glass were replaced in arena B in 2017.

Arena public session attendance and program revenue have remained steady over the past five years, with slight decreases during COVID restrictions. Ice rental revenue has increased 8% over the last five years (ice rentals 2023: \$628,885\*, 2018: \$578,469) while dryfloor rental revenue has decreased 12% (dryfloor rentals 2023: \$33,900\*, 2018: \$38,884). Overall, the arena program area has a strong net contribution (excluding maintenance/utility costs).

\*2023 revenue based on projections as of December 20, 2023.

Arena usage is approximately 85% during ice season (August to March) and 25% during dryfloor (April to July) over the operating hours of 6 am to 11 pm. Usage includes programming (skate lessons, power skating, hockey skill development and league play), public sessions (shinny, parent & tot and stick & puck), school use, youth user group rentals and adult user group rentals. Panorama continues to have strong ice rental use from both youth and adult sports groups.

While there have been many successes in the arena, there are also several challenges. The pandemic has brought to light the importance of the arena lobby as a social space for gathering; however, the current size is somewhat prohibitive to socialization. Despite upgrades to exterior and interior arena doors, the arena continues to lack accessibility and inclusive features. Barriers include spectator access; arena washrooms; size and accessibility of changerooms and limited referee rooms. The arena entrance and lobby are separate from the reception area where visitors pay admission before returning to the arena. The current location of the skate shop in arena A is not visible to arena users from the lobby entrance and does not provide visibility of the lobby or ice surfaces to staff.

### **IMPLICATIONS**

#### *Equity, Diversity & Inclusion*

Staff continue to work to balance ice allocation to public sessions, programming and youth and adult user groups to ensure opportunities for skating and socialization for a range of community members. While the current ice surfaces have been modernized and meet the needs of the community, the social and supplementary spaces have not been updated and do not meet current accessible and inclusion criteria. This may limit participation in arena activities and limits the type of arena activities that can be offered.

*Service Delivery Implications*

Staffing challenges have had some minor impacts on service delivery, with a reduction in skate lesson offerings. Changes in recreation, such as inclusion standards, desire for social spaces, and increasing female participation in hockey and lacrosse, present challenges around equitable facility use and effective allocation of changerooms.

**CONCLUSION**

The arenas at Panorama Recreation Centre are well used by the community; however, the facility amenities limit inclusivity, comfort and enjoyment of arena users.

**RECOMMENDATION**

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

Submitted by:	Katherine Beck, Manager, Program Services, Panorama Recreation
Concurrence:	Lorraine Brewster, M. A., Senior Manager, Panorama Recreation





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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 25, 2024

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**SUBJECT**    2023 Operating Surplus

### **ISSUE SUMMARY**

To seek approval to transfer any 2023 operating surplus to reserves to meet the February 6, 2024 deadline.

### **BACKGROUND**

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the service's reserve funds to primarily fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2023 but the exact figure will not be finalized until closer to the February deadline, as accrued payroll, internal interest and other payables are yet to be determined.

There are over \$16.9 million in capital projects and equipment replacement planned for 2024 through 2028. Staff will continue to search for grant opportunities, but without a guarantee of these funds, the planned projects must be funded from reserves or debt borrowing. The balance of the capital and equipment replacement reserve funds are estimated to be \$4.8 million at December 31, 2023.

The balance in the reserve funds relies on contributions as budgeted and is supplemented by surpluses from sinking funds as debt issues expire and operating surpluses occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure deficit.

### **ALTERNATIVES**

#### *Alternative 1*

That the Peninsula Recreation Commission approve the transfer of 100% of the 2023 operating surplus to the equipment replacement fund.

#### *Alternative 2*

That the Peninsula Recreation Commission not approve the transfer of 100% of the 2023 operating surplus to the equipment replacement fund.

### **IMPLICATIONS**

#### *Financial Implications*

Transferring operating surplus to the equipment replacement fund helps to provide an additional source of funding to ensure the long-term sustainability of equipment replacements. Equipment replacement costs are increasing at greater than historical rates and transferring the operating surplus to the equipment replacement reserve will have the greatest economic benefit.

Carrying forward operating surplus into the next year's operations, and reducing requisition by the same, causes fluctuations on tax requisition, takes away funds from the capital reserves and encourages spending of operating funds at year-end so as not to 'lose' the surplus.

**CONCLUSION**

The practice of building capital, equipment and operating reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent services such as Panorama Recreation. As with all reserve funds, the resources to build the proposed reserve funds can either be part of the respective service's budget or result from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their reserves. Historically, the Peninsula Recreation Commission has followed this practice.

**RECOMMENDATION**

That the Peninsula Recreation Commission approve the transfer of 100% of the 2023 operating surplus to the equipment replacement fund.

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



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, JANUARY 25, 2024**

**SUBJECT Facility Rental Fee Adjustment Requests**

**ISSUE SUMMARY**

To present community requests for an adjustment to facility rental fees.

**BACKGROUND**

As per the Peninsula Recreation Commission Policy and Procedure Manual, community requests for a reduction or waiver of facility rental fees are brought forward to the Commission for approval.

Requests are as follows:

**Table 1**

<b>Group Name</b>	<b>Group Type</b>	<b>Event</b>	<b>Facility Space</b>	<b>Reduction Requested</b>	<b>Amount</b>
In Her Court	Youth Sport (Non-Profit status in progress)	In Her Court pilot tennis program for girls ages 9-13. Physical literacy and sport in support of improved mental health.	Panorama Recreation Centre Boardroom and Tennis Court	No Charge	\$1,010
Peninsula Tennis Club	Non-Profit	Bi-annual Executive Meetings	Panorama Recreation Centre Boardroom	No Charge	\$123
South Island Tennis League	Non-Profit	Weekly Women's Tennis League Play	Panorama Recreation Centre Outdoor Tennis Court	No Charge	\$250

**ALTERNATIVES**

*Alternative 1*

That the Peninsula Recreation Commission approve waiving facility rental fees as outlined in Table 1.

*Alternative 2*

That the Peninsula Recreation Commission not approve waiving facility rental fees as outlined in Table 1.

**IMPLICATIONS**

*Equity, Diversity & Inclusion*

Panorama Recreation provides services to a region with diverse demographics and household characteristics. Ensuring equity, inclusion and access across all areas of programming and service delivery is a key strategy in the 2022-2026 Panorama Recreation Strategic Plan. The waiver of facility rental fees for non-profit organizations reduces financial barriers to participation for these organizations and their participants.

*Social Implications*

The reduction and waiver of facility rental fees for non-profit organizations provides additional opportunities for residents to recreate, which in turn should translate to a healthier population.

**CONCLUSION**

Panorama Recreation facility spaces are requested at no cost by non-profit community groups and organizations including the In Her Court program, Peninsula Tennis Club, and South Island Tennis League.

**RECOMMENDATION**

That the Peninsula Recreation Commission approve waiving facility rental fees as outlined in Table 1.

Submitted by:	Katherine Beck, Manager of Program Services, Panorama Recreation
Concurrence:	Lorraine Brewster, M. A., Senior Manager, Panorama Recreation



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, JANUARY 25, 2024**

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**SUBJECT** Peninsula Recreation Commission Meeting Dates for 2024

**ISSUE SUMMARY**

To provide the Peninsula Recreation Commission with 2024 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 2024:

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

**RECOMMENDATION**

That the Peninsula Recreation Commission approve the proposed 2024 Commission meeting dates.

Submitted by: Lorraine Brewster, M.A., Senior Manager, Panorama Recreation
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January 17, 2024

Via email to: [LBrewster@panoramarec.bc.ca](mailto:LBrewster@panoramarec.bc.ca)

Lorraine Brewster, Senior Manager  
Panorama Recreation  
1885 Forest Park Drive  
North Saanich, BC V8L 4A3

Dear L. Brewster:

**Re: Peninsula Recreation Commission – Pickleball Discussion**

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At the Regular Council meeting held December 4, 2023, the District of North Saanich Council approved the following resolution (#503):

*“That Council:*

- 1. receive Staff Report No. IS-23-020 titled Pickleball Court Site Feasibility Review; further*
- 2. direct staff to explore sound mitigation options at the Wain Road pickleball court site and report back to Council on type, lifespan and cost of the sound mitigation options; and further*
- 3. continue with concept development to 30% of Cy Hampson Park, Blue Heron Park and Hospital Hill site locations; and further*
- 4. bring the matter forward to the Peninsula Recreation Commission.”*

Please note that at the Regular Council meeting held January 15, 2024, the District of North Saanich Council approved the following resolution:

*“That Council:*

- 1. Upon considering the recent public input received, withdraw part 3 of resolution #503 as voted at the December 4, 2023, Regular Council Meeting; and*
- 2. Direct staff to undertake review of soft ball use only at Wain Road pickleball courts. That staff report back to Council recommendations for implementation and enforcement of soft ball use only at Wain Road pickleball courts.”*

Should you have any questions or concerns relating to this matter, please do not hesitate to contact me at 250-655-5458 or [lalexander@northsaanich.ca](mailto:lalexander@northsaanich.ca).

Sincerely,

Lyndsay Alexander  
Deputy Corporate Officer