



PENINSULA RECREATION COMMISSION
Thursday, November 26, 2020 at 7:00 pm
Greenglade Community Centre, Room 6
2151 Lannon Way, Sidney, BC

AGENDA

1. Approval of Agenda
2. Motion to close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the Commission considers that disclosure could reasonably be expected to harm the interests of the CRD.
3. [Adoption of Minutes of October 15, 2020](#)
4. Chair's Remarks
5. Presentations/Delegations
6. Commission Business
 - a) [Grant Update Report](#)
 - b) Annual Pass – Verbal Report
 - c) [Facility Rental Fee Adjustment Requests Report](#)
 - d) Strategic Plan 2021-2025 – Verbal Report
 - e) [Maintenance Update Report](#)
7. New Business
8. Adjournment

Next Meeting – December 10, 2020 (Call of the Chair)

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**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, October 15, 2020, at Greenglade Community Centre
Room 6, 2151 Lannon Way, Sidney, BC**

Present: **Commissioners:** T. Daly (Chair), H. Gartshore (Vice Chair), K. Frost, R. Imrie, C. McNeil-Smith, G. Orr, N. Paltiel, C. Rintoul
Staff: L. Brewster, Senior Manager; M. Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; A. Sharp, Manager, Administrative Services; M. Medland, Senior Financial Advisor, CRD Financial Services; S. Asdal (recorder)
Absent: Commissioner Windsor

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

1. Approval of Agenda

MOVED by Commissioner Rintoul, **SECONDED** by Vice Chair Gartshore,
That the agenda be approved with the addition of 6. a) Correspondence from Saanich Peninsula Pickleball Association.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Orr,
That the minutes of the September 17, 2020 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Daly commended Panorama Recreation staff on providing a variety of well organized and well attended programs.

4. Presentations/Delegations: There were none.

5. Commission Business

a) 2019-2022 Recreation Service Planning Report

L. Brewster provided an overview of the report. The Commission discussed revenue from registered programs and single admission purchases.

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Orr,

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

That the *Community Need 2021 Summary - Recreation* be approved as presented and advanced to the October 28, 2020 provisional budget review process.

CARRIED

b) 2021 Budget Review and Approval Process Report

L. Brewster provided an overview of the report.

A. Sharp provided a PowerPoint presentation on the 2021 budget. The Commission discussed the following topics:

- Staffing levels for 2021
- Funding for strategic planning
- Requisition increase
- Impact of COVID-19 on forecasting revenue for future years
- Funding for capital projects and equipment replacement
- Grant funding for heat recovery project
- Ability to amend the budget prior to final CRD Board approval
- Grant funding available for green initiatives
- Possible enhancements needed for HVAC air handling unit
- Rationale for funding projects through borrowing verses capital reserves
- Lifespan of automated external defibrillators (AED's)
- Funding for personal protective equipment

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Imrie,

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

That the attached 2021-2025 budget be approved as presented.

CARRIED

c) 2020 Third Quarter Financial Statement of Operations Report

A. Sharp provided an overview of the report.

The Commission discussed the following topics:

- Cost savings on gas and district energy system
- Promotion of Panorama Recreation COVID-19 protocols and cleaning procedures

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

CARRIED

d) Victoria Playmakers Association Facility Rental Fee Adjustment Request – Verbal Report

L. Brewster advised that the Association will not be going ahead with the tournament and no longer requires the facility rental.

6. New Business

a) Correspondence from Saanich Peninsula Pickleball Association

The Commission discussed the following topics:

- Opportunities for pickleball in the new multi-use sport box proposed by Central Saanich
- Panorama Recreation services will not expand in 2021 due to COVID-19 financial impacts
- Upcoming Panorama Recreation strategic planning in 2021

The Commission directed staff to advise the Association that there will be no expansion of recreational services in 2021 and that feedback is welcome during the strategic planning process.

7. Adjournment

MOVED by Commissioner McNeil-Smith, **SECONDED** by Vice Chair Gartshore,
That the meeting be adjourned at 8:26 pm.

CARRIED

CHAIR

RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, NOVEMBER 26, 2020**

SUBJECT Grant Update

ISSUE SUMMARY

To provide the Commission with information on the current status of grants.

BACKGROUND

Staff are working to submit several grant applications in response to grants that have come available over the past month. If successful, these grants will reduce project costs for pending projects or provide additional amenities to the community without budget requirements.

Investing in Canada Infrastructure Program Green Infrastructure – Climate Change Mitigation Sub-Stream CleanBC Communities Fund

This grant submission is for \$1,972,430 for the design and installation of a heat recovery system that will harvest rejected heat from the refrigeration plant and use that heat along with high temperature heat pumps to displace large gas consuming building processes. These processes include arena dehumidification, domestic hot water, and space heating in various areas of the facility. This project is approved and planned pending grant funding. The proposed start date is April 1, 2021 and the completion date is January 1, 2023.

New Horizons Grant for Seniors: Community Garden Improvements at Greenglade Community Centre

This grant submission is for \$25,000 for expansion and improvements to the community garden. There is an extensive waitlist for the existing garden and it is currently not very accessible. The grant would add at least 20 more plots to the garden and improve accessibility by providing wheelchair accessible plots and raised plots. Additionally, it would facilitate installation of a covered shelter in the garden and would allow garden members, primarily seniors, to socialize in a safe, COVID-19 friendly environment and would be used to host workshops for the community. Matching funds are not required. The proposed project start date is March 1, 2021 and the end date is November 1, 2021.

Community Economic Recovery Infrastructure Program: Revitalization of Greenglade Community Centre Outdoor Space

This grant submission for \$309,000 is for an accessible playground for children 2-12 years and an outdoor shelter for community use and outdoor workshops/classes. A new playground would meet Island Health licensing expectations and allow an additional outdoor and COVID-19 friendly space for the existing Out of School Care program. It could also help facilitate the growth of licensed child care programs within Greenglade. A shelter would provide a COVID-19 safe space for community members to meet as well as provide a space to host workshops for the community.

The overall project would include community consultation, removal of the current play structure, reconstruction of the play surface and installation of updated amenities (playground and shelter).

No matching funds are required. The proposed project start date is March 1, 2021 and the end date is September 30, 2021.

IMPLICATIONS

Financial Implications

The heat recovery system grant, if approved for full funding, would leave a remaining capital commitment of \$852,670 for Panorama Recreation. The grant funding for the Greenglade community garden improvements and outdoor space, if successful, would not require additional funding from the operating or capital budgets.

Service Delivery Implications

The Out of School Care program is only permitted to utilize the existing playground once per month due to licensing limitations. A new playground would facilitate daily play on the structure and surrounding area. It would also allow for potential growth of licensed child care programs to a younger age group. The proposed shelters would be used for outdoor workshops and programs.

Alignment with Board & Corporate Priorities

The heat recovery grant would align with the Board and Corporate Priority to reduce greenhouse gas emissions from buildings. The grants for the outdoor Greenglade space align with the Corporate Priority to ensure residents have access to appropriate and affordable recreation opportunities as the new outdoor spaces would be free to access for the public and would facilitate recreation and social connectedness during the current pandemic.

Alignment with Existing Plans & Strategies

The heat recovery project aligns with the CRD Climate Action Strategy as well as staff work plans. The expansion and improvements to the Greenglade community garden align with 2020 work plans to ensure sustainability of the community garden program. The Greenglade playground and outdoor space projects align with plans to replace the playground already in place through the capital budget as well as current funding support from Kiwanis.

CONCLUSION

Staff are pursuing available grant opportunities to reduce the financial impact of existing projects and provide additional facilities for the community without additional cost.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

Submitted by:	Melanie Alsdorf, Manager of Program Services
Submitted by:	Matt Curtis, Manager of Facilities and Operations
Concurrence:	Lorraine Brewster, Senior Manager



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, NOVEMBER 26, 2020**

SUBJECT Facility Rental Fee Adjustment Requests

ISSUE

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

Group Name	Group Type	Event	Facility Space	Reduction Requested	Amount
Pirahnas Swim Club	Youth, Non-Profit	Bottle Drive (Jan 16, Apr 10, 2021)	Panorama Recreation Centre Parking Lot	No Charge	\$150.00

Requests approved by staff prior to November meeting:

Table 2

Group Name	Group Type	Event	Facility Space	Reduction Requested	Amount
Friends of Living & Loving Through Loss	Non-Profit	Monthly Support Group (Jan – Mar)	Greenglade Community Centre Room 7	No Charge	\$130.50
Beacon Community Services	Non-Profit	Mother Goose Program (Jan – Mar)	Central Saanich Cultural Centre (CSCC) Room B	No Charge	\$780.00
District of Central Saanich	Internal	Various Interviews/Meetings	CSCC Room B	No Charge	\$1,353.00
Piranhas Swim Club	Youth, Non-Profit	Bottle Drive (Sept 19, Nov 14)	Panorama Recreation Centre Parking Lot	No Charge	\$150.00
District of North Saanich	Internal	Community Engagement	Panorama Recreation Centre Parking Lot	No Charge	\$75.00

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.

CONCLUSION

Panorama Recreation facility spaces are requested at no cost by non-profit community groups and organizations including the Piranhas Swim Club, Beacon Community Services and Friends of Living & Loving Through Loss as well as internal users.

RECOMMENDATION

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

Submitted by:	Melanie Alsdorf, Manager of Program Services
Concurrence:	Lorraine Brewster, Senior Manager

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, NOVEMBER 26, 2020**

SUBJECT **Maintenance Update**

ISSUE SUMMARY

To provide information on the Maintenance Department.

COVID-19

As a result of COVID-19 safety requirements, staff are performing enhanced cleaning and disinfecting measures in all areas. Touch points throughout the facility are sprayed with Health Canada COVID-19 approved cleaners twice a day during operations as well as once overnight as part of the regular cleaning routine. Arena change rooms are sprayed between each group usage. Maintenance staff have also been assisting other departments as needed with their enhanced cleaning requirements.

High Voltage Upgrades

To extend its service life, the main transformer for the Panorama Recreation site will be lifted off its current pad and releveled; fuses will be changed and oil will be added. Other upgrades include the installation of additional lightning arrestors and an asphalt pad at the main disconnect. This work will require two separate power outages. The first will be a 1-2 hour outage that will not impact operations. The second will be a 12-14 hour outage. Staff are currently working with the contractor to determine an appropriate time to minimize operational impact.

Pool Slide Railing

A new polished stainless steel guard and handrail system has been installed on the pool slide staircase. This project was completed on budget.

Arena B Power Distribution

The Arena B power distribution project is complete. This project created little disruption and was completed under budget.

CONCLUSION

The above repairs and improvements are part of the capital and long term preventative maintenance plan.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

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