



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, November 23, 2023

6:00 PM

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

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 October 26, 2023

3.1 Minutes of the October 26, 2023, Peninsula Recreation Commission meeting

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

Attachment: [Minutes – October 26, 2023](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Aquatic Programs and Services

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

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

6.2 Sub-Regional Recreation Facility Needs Assessment

Recommendation: 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.

Attachment: [Staff Report: Sub-Regional Recreation Facility Needs Assessment](#)

6.3 Centennial Multi-Sport Box – Verbal

6.4 Heat Recovery Project - Verbal

PREC-1819001582-2778

6.5 December Commission Meeting – Verbal

7. New Business

8. Adjournment

The next meeting is December 7, 2023 - Call of the Chair.

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, October 26, 2023, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

Present

Commissioners: N. Paltiel, P. DiBattista (Acting Chair), K. Frost, S. Garnett, S. Riddell (for R. Windsor)

Staff: L. Brewster, Senior Manager; K. Beck, Manager, Program Services; A. Sharp, Manager, Administrative Services; K. Say, Adult Community Coordinator, S. Henderson, Senior Manager, Real Estate; D. Toso (Recorder)

Regrets

Commissioners: R. Imrie, R. Windsor; P. Jones; P. Murray; C. McNeil-Smith

L. Brewster called the meeting to order at 6:09 pm. P. DiBattista was elected acting chair in the absence of Chair and Vice-Chair.

1. Territorial Acknowledgement

Commissioner DiBattista provided a territorial acknowledgement.

The agenda was amended to discuss information-only reports until quorum could be reached.

2. Chair's Remarks: There were none.

3. Presentations/Delegations: There were none.

4. Commission Business

4.1 Community Mosaic Project - Verbal

K. Say presented an overview of the project and celebration event.

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

4.2 Financial Statement of Operations – Third Quarter of 2023

A. Sharp reviewed the report. Discussion ensued regarding:

- How aquatics staffing is impacting aquatic program revenue: the number of certifications staff need to deliver the programs and length of time it takes for youth to achieve certification and reach employable age; capacity limits and restrictions on delivery of certification programming during the pandemic. Prior to the pandemic we had 75 staff, now running programs with 35. We must essentially double or triple the advanced programming to restore staffing to pre-pandemic levels.
- Understanding this will impact the way we budget going forward.

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

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

4.3 Panorama Recreation Services – 2023-2024 Fees and Charges Update

K. Beck reviewed the report. Discussion ensued regarding:

- Community feedback was on the impact of the Family Pass on one-parent households. Only 14% (11 households) of one-parent households using the Pass Plus had three children.
- Budgetary impact is around having a separate subsidy level for a small population that is outside the framework of current fees and charges and has no parameters tied to income or household composition, like the LIFE pass. Developing a different pass outside of this framework opens potential for more.
- Family Pass still feels unfair to one-parent families.

N. Paltiel entered the meeting at 6:59 pm.

- Fees and charges policy and structure will come to the Commission at a future meeting.
- The information presented be considered and built upon at the Fees and Charges meeting in March 2024.
- Alternative 2 would involve a bylaw amendment going to the CRD Board.
- The one-parent household pass could be advertised on social media.
- For passes already sold, a prorated credit could be obtained.

MOVED by Commissioner Riddell, **SECONDED** by Commissioner Paltiel,
The Peninsula Recreation Commission recommends to the Capital Regional District Board:
That the 2023-2024 Fees and Charges Bylaw for Panorama Recreation be amended to add a
One-Adult Family Pass fee at a rate of \$475.50 per year.

CARRIED

Commission business was paused to approve the agenda and minutes.

5. Approval of Agenda – The agenda was approved as amended.

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Riddell
That the agenda be approved as circulated.

CARRIED

6. Adoption of Minutes of September 28, 2023

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Garnett,
That the minutes of the September 28, 2023 meeting be adopted as circulated.

CARRIED

Commission business resumed.

4.4 Centennial Park Multi-Sport Box Lease Agreement

S. Henderson presented the report. Discussion ensued regarding:

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

- The lease agreement will be substantially in the form attached to the report; however, there will be a few light modifications concerning the works the landlord has committee to do regarding the roof and the washrooms.
- A notice of disposition will go out from the District of Central Saanich shortly.
- 3.5 Conditions precedent – the lease will not need Board approval; the Commission has authority under its delegation bylaw to approve it. This will be amended.
- The current shed which may be owned by Peninsula Lacrosse Association is scheduled for destruction. Matt will follow up with Central Saanich regarding ownership.

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Riddell,

1. That staff be directed to enter into a 60-year agreement at Centennial Park in Central Saanich that will include a lease of the lands for a new multi-sport box and the existing fieldhouse, with an attached gazebo and storage area, and a license for the driveway, parking lot, picnic shelter and old concession building. The agreement will include part of two lots, as identified within the properties with PID 003 150 470 and PID 003 150 453 and;

2. That the General Manager, Parks & Environmental Services be authorized to negotiate, execute any agreements and do all things incidental to finalize the Lease Agreement for the Multi-Sport Box and Fieldhouse at Centennial Park in Central Saanich.

CARRIED

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

8. **Adjournment**

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Frost,
That the meeting be adjourned at 7:15 pm.

CARRIED

CHAIR

RECORDER

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

SUBJECT Aquatic Programs and Services

ISSUE SUMMARY

To provide information on aquatic programs and services.

BACKGROUND

Panorama Recreation aquatic programs and services continue to be in high demand. Aquatic staffing levels have not yet recovered from impacts of the COVID-19 Pandemic, which has impacted service delivery.

Aquatic Attendance

Panorama Recreation’s pool drop-in attendance is 3% higher than 2019 as of August 2023, despite an eight hour per week reduction in operating hours. The 2022-2026 Strategic Plan includes the strategic action to budget for a pool expansion study when the trigger of six to seven swims per capita is met over at least two consecutive years. Swims per capita is calculated using attendance statistics from the following:

- Drop-in leisure, lane swimming and aquatic fitness
- Swimming lessons and other skill development programs
- Swim club practices and competitions
- Therapy and rehabilitation
- Aquatic leadership training

Annual Swims Per Capita		
2019	2022	2023 (Forecast)
5	3.6	4

Community demand for aquatic activities increased rapidly when Covid-19 public health restrictions eased in late 2021. Demand for swimming lessons far surpasses current programming levels at Panorama Recreation and across British Columbia. A recent update provided by the BC Parks & Recreation Association (BCRPA) reported that, provincially, swimming lesson spaces are filling within five minutes of registration opening.

Competition for space in swimming lessons has become regional, with families travelling to other municipalities to secure a spot in swimming lessons. Panorama Recreation is thus seeing demand not just from the Saanich Peninsula, but throughout Greater Victoria.

Aquatic Staffing Levels

The Covid-19 pandemic significantly impacted aquatic staffing levels across British Columbia. Pools required fewer aquatic workers to operate, reducing the need for aquatic leadership courses

and the instructors who deliver them. Prior to the pandemic, Panorama maintained a team of 60 to 75 auxiliary aquatic workers, but only 20 were required to maintain service levels in 2020 and half of 2021.

There are currently 33 auxiliary aquatic staff actively working, 13 of whom were hired in 2023. The certification process to become an aquatic worker requires five courses, totaling more than 140 hours of course time. To rebuild staffing levels to support community demand for the next five years, Panorama Recreation will need to offer twice as many aquatic leadership programs as were offered in 2019 and have achieved this level of programming in 2023.

	2019		2023	
	Courses Offered	Total Participants	Courses Offered	Total Participants
Standard First Aid	3	30	4	50
National Lifeguard	1	5	3	23
Swim Instructor	3	13	3	17
Aquafit Instructor	2	22	2	20

IMPLICATIONS

Social Implications

Aquatic programs and services are essential to active, healthy and connected citizens, and are highly valued by the community. They contribute enormously to the resilience of communities and support physical and mental health.

Service Delivery Implications

Staff recruitment challenges continue to impact the delivery of swimming lessons and aquafit classes. Additional aquatic leadership courses have been delivered in 2023 to rebuild staffing to pre-pandemic levels, which is anticipated to take two to three years to achieve.

CONCLUSION

Panorama Recreation aquatic programs and services continue to be in high demand. Aquatic staffing levels have not yet recovered from impacts of the COVID-19 Pandemic, which has impacted service delivery.

RECOMMENDATION

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

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



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, NOVEMBER 23, 2023

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

ISSUE SUMMARY

To approve in the 2024-2028 final budget hiring a consultant to conduct a sub-regional recreation facility needs assessment to provide information to assist in the planning of new and existing recreation facilities and services.

BACKGROUND

At its March 23, 2023 meeting, the Peninsula Recreation Commission passed the following motion:

Be it resolved that the Peninsula Recreation Commission (PRC) is where future recreation infrastructure and facility development is considered on behalf of the partnering areas;

Be it resolved that staff from North Saanich, Central Saanich and Sidney and the PRC meet to discuss developing operating agreements between the partnering area(s) and the PRC for the management and operation for existing recreation facilities including tennis courts, pickleball courts, sports fields and programming space prior to the PRC completing its service and budget planning for 2024 and report back to the Commission on the outcome of these discussions; and

Be it resolved that upon PRC endorsement of the resolution, it be referred to the North Saanich, Central Saanich and Sidney Councils for information.

Peninsula Recreation staff have undertaken several discussions with District of Central Saanich, District of North Saanich and Town of Sidney staff, and have come to the decision that a comprehensive analysis of recreation facilities and services on the peninsula is necessary in order to make informed decisions on existing and future recreation facilities. This information would provide a clear pathway for the coordinated sub-regional delivery of recreation services and advancement of recreation services for all three municipalities.

Staff would work closely with the municipalities in developing the scope of work for the consultant and designing a strong community engagement to capture key stakeholders, such as user groups, sports groups, community centre users, School District #63 and community organizations.

ALTERNATIVES

Alternative 1

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.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

The 2022-2026 Strategic Plan identified alignment as one of five service delivery objectives: “Panorama Recreation is focused on providing services that are aligned with community need and leverage the highest possible amount of public benefit.” In addition, one of seven themes identified during research and engagement was that “partnerships, outreach initiatives and potentially future facility development are all options that residents think should be explored to continue seeking geographic equity and reducing barriers to participation.” Bringing additional regional recreation facilities into Panorama Recreation’s operations supports these objectives.

Intergovernmental Implications

Staff have been working closely with the municipalities and there is agreement to proceed to hire a consultant to conduct a sub-regional recreation facility needs assessment to identify and assess existing and future recreation facilities and services. Proceeding with all three municipalities in alignment would strengthen the outcome of a proposed coordinated approach, resulting in better service to residents.

Service Delivery Implications

The needs assessment would provide the specific information necessary to review the current facilities and service levels and identify future service needs that are aligned with community demand. It would be beneficial to users to have the clarity and consistency of services being coordinated through the Peninsula Recreation Commission as the one entity that is responsible for delivering recreation services on the peninsula.

Financial Implications

The total cost for the sub-regional recreation facility needs assessment is estimated at \$100,000. The cost would be funded through a one-time adjustment to the final 2024-2028 operating budget. The adjustment to the final budget would increase the requisition to \$5,499,173.

CONCLUSION

The Peninsula Recreation Commission directed staff to engage in discussions with District of Central Saanich, District of North Saanich and Town of Sidney staff regarding future recreation infrastructure and facility development, as well as developing operating agreements for the management and operation of existing recreation facilities. To develop operating agreements, a needs assessment is required to provide a comprehensive approach to advance this initiative. Budget resources are required to hire a consultant to conduct the needs assessment.

RECOMMENDATION

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.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer