



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, February 27, 2025

6:00 PM

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1 Minutes of the January 23, 2025 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of January 23, 2025, be adopted as circulated.

Attachment: [Minutes](#) – January 23, 2025

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Year-End Financial Report

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

Attachment: [Staff Report: Year-End Financial Report - December 2024](#)

6.2 Annual Report - Verbal

6.3 BCRPA Symposium Dates - Verbal

6.4 Energy Recovery Project

Recommendation: The Peninsula Recreation Commission recommends to the Capital Regional District Board:
That the Saanich Peninsula Recreation Services Capital Plan be amended to include additional funding of \$1,700,000 for Project 19-15 Heat Recovery Plant, funded by grants \$800,000 and capital reserves \$900,000.

Attachment: [Staff Report: Energy Recovery Project Update](#)

7. New Business

8. Adjournment

The next meeting is March 27, 2025.

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



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, January 23, 2025, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

PRESENT

COMMISSIONERS: N. Paltiel (Chair), P. DiBattista (Vice Chair), K. Frost; S. Garnett, V. Kreiser, P. Murray, S. Riddell (for R. Windsor)

STAFF: S. Meikle, Senior Manager; K. Beck, Manager, Program Services; S. Davis, Manager, Administrative Services; L. Gregg, Manager, Facilities & Operations; D. Toso (Recorder)

Regrets: Commissioner Windsor, Commissioner Jones, Commissioner McNeil-Smith

The meeting was called to order at 6:00 pm

1. Territorial Acknowledgement

Chair Paltiel provided a territorial acknowledgement.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of October 24, 2024

MOVED by Commissioner Garnett, **SECONDED** by Commissioner DiBattista,
That the minutes of the October 24, 2024 meeting be adopted.

CARRIED

- 4. Chair's Remarks:** Steve Meikle was introduced as Panorama's new Senior Manager and the Chair commented on Steve's stellar background, most recently in Oak Bay Recreation, his strong and sympathetic leadership experience and impressive interview through a competitive process. The Commission members joined the Chair in welcoming Steve to the team. Steve expressed that he is pleased to be here - having worked closely with some Commissioners in the past, lived in the community for 25 years, and brought his daughters to lessons here - it feels like coming home.

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

6. Commission Business

6.1 2024 Operating Surplus

S. Davis spoke to Item 6.1.

MOVED by Commissioner Murray, **SECONDED** by Commissioner Riddell,
That the transfer of 100% of the operating surplus to the capital reserve fund be approved.

CARRIED

6.2 Centennial Park Multi-Sport Box Project - Verbal

L. Gregg spoke to Item 6.2. Discussion ensued regarding:

- Project is well underway, will be turned over to roofing contractors Feb 12.
- Expectation to complete the roof is between April and June, staff will push to move that date closer to April when Lacrosse season starts.
- Currently on budget with 4.5 of the 4.9 million dollars being committed with not much left on the horizon.
- Steel for the roof has been moved offsite to do welding and painting.
- Rain garden and flow into creek issues were resolved.
- Project plan still includes an Indigenous art installation. Staff will update Commission when opportunity opens.
- Input from First Nations communities should inform the call for proposals.

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

6.3 Energy Recovery Project – Verbal

L. Gregg spoke to Item 6.3. Discussion ensued regarding:

- Both bids for detailed design came back significantly over budget, with the low bid coming in at 3.1 million.
- Staff are developing options for ways to proceed to bring to the Commission in February.
- The project represents a 40% net reduction of ghg emissions for the CRD.

MOVED by Commissioner Murray, **SECONDED** by Commissioner Garnett,
That staff be directed to consult with the Capital Regional District on funding sources for the Panorama Recreation energy recovery project.

CARRIED

6.4 Recreation Facility Needs Assessment Study – Verbal

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

- The study is at 60% completion, in the process of finalizing Report B, which consists of data and usage analysis and financial background information.
- Community engagement is complete, key interest holder interviews are now being conducted, which will inform Report C, the Community Engagement Report.
- Steering Committee will meet in late February and the reports will be brought to the Commission. Following that, the study will wrap up with analysis and recommendations by the end of June, potentially aligning with the District of Central Saanich Civic Redevelopment concept design timeline.

Peninsula Recreation Commission Minutes
January 23, 2025

- Although there is no First Nations representation on the Steering Committee, parallel discussions and engagement is happening with community members from the Nations, including relationship building on a program and service delivery level.
- There is excitement at the table to listen, learn and grow with grass roots operational initiatives.
- The W̱SÁNEĆ Leadership Council has hired a local government relations position to assist in bridging some of these gaps.

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

6.5 Peninsula Recreation Commission Meeting Dates for 2025

S. Meikle spoke to Item 6.5. Discussion ensued regarding:

- Moving the September 25 meeting to September 18 due to the UBCM Convention.

MOVED by Commissioner Murray, **SECONDED** by Commissioner Garnett,
That the proposed 2025 Commission meeting dates be approved as amended.

CARRIED

7. New Business: There was none.

8. Adjournment

MOVED by Commissioner Frost, **SECONDED** by Commissioner DiBattista,
That the meeting be adjourned at 6:34 pm.

CARRIED

CHAIR

RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, FEBRUARY 27, 2025**

SUBJECT **Year-End Financial Report – December 2024**

ISSUE SUMMARY

To inform the Commission of the year-end financial results for 2024.

BACKGROUND

At its January 23, 2025 meeting, the Peninsula Recreation Commission approved that the 2024 operating surplus be transferred to capital reserves.

The final operating surplus for the year ending December 31, 2024 was \$146,916. The year-end financials for 2024 are complete and a summary of the operating revenues and expenses, including the transfer of \$146,916 to the capital reserve, is attached as Appendix A.

The operating surplus was a result of the following:

1. \$993 additional contribution from direct operations
2. \$45,600 saving in indirect expenses
3. \$1,039 additional indirect revenues
4. \$99,285 from saving in debt interest and transfers

Additionally, on November 23, 2023, the Peninsula Recreation Commission endorsed spending up to \$100,000 to hire a consultant to conduct a sub-regional recreation facility needs assessment for delivery of recreation services. \$48,000 of that was spent in 2024, with the remaining \$52,000 reprofiled to 2025 to complete the ongoing work.

Balances of reserves at December 31, 2024:

Equipment Replacement Fund	\$1,192,698
Capital Reserves (after transfer of 2024 surplus)	\$5,185,025
Operating Reserve	\$456,942
North Saanich Middle School Reserve	\$316,910
Greenglade Reserve	\$217,058

Ratio of 2024 operations funded by users:

Total 2024 operations and transfers	47.5%
Total 2024 operations and transfers excluding debt	48.5%

CONCLUSION

Direct revenues and expenditures finished within 1% of budgeted amounts for the year. Work on the community needs assessment was ongoing at the end of 2024 and operating funds tied to the project were reprofiled to 2025 to accommodate the protracted length of the project. Borrowing costs were \$98,083 lower than expected as the timeline for the Energy Recovery Project shifted. \$146,916 was transferred to the capital reserve.

RECOMMENDATION

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

Submitted by:	Scott Davis, Manager, Administrative Services
Concurrence:	Steve Meikle, Senior Manager, Panorama Recreation

ATTACHMENT

Appendix A: Statement of Operations – December 31, 2024

PANORAMA RECREATION - STATEMENT OF OPERATIONS 12 MONTHS ENDED DECEMBER 31 2024

	Budget Utilization	2024 BUDGET	2024 Actual	2024 Variance	2023 Actual	2023 to 2024 \$ %	
DIRECT OPERATING REVENUES							
Admissions & pass sales	100%	1,561,619	1,563,566	(1,947)	1,393,890	169,676	12%
Partnerships & sponsorships	79%	2,588	2,050	538	1,750	300	17%
Programs	104%	1,958,606	2,046,231	(87,625)	1,900,616	145,615	8%
Rentals	103%	1,022,887	1,054,193	(31,306)	1,005,884	48,309	5%
Grants & donations	73%	405,207	296,414	108,793	264,421	31,994	12%
Other (fees, commissions, retail sale)	115%	128,301	147,904	(19,603)	131,791	16,114	12%
TOTAL DIRECT OPERATING REVENUES	101%	5,079,208	5,110,359	(31,151)	4,698,352	412,007	9%
DIRECT OPERATING EXPENSES							
Instructional Services	109%	420,221	457,811	(37,590)	449,878	7,933	2%
Operating supplies	90%	151,396	136,220	15,176	118,803	17,417	15%
Repairs & Maintenance (pool, arena, racquet)	76%	250,135	190,178	59,957	219,122	(28,945)	-13%
Travel & vehicle costs	154%	4,557	6,996	(2,439)	25,387	(18,392)	-72%
Wages & Benefits	102%	2,992,997	3,062,597	(69,600)	2,688,749	373,849	14%
Other (Staff training, licences, fees, dues, memberships)	91%	47,120	42,782	4,338	31,018	11,764	38%
TOTAL DIRECT OPERATING EXPENSES	101%	3,866,426	3,896,583	(30,157)	3,532,957	363,626	10%
CONTRIBUTION DIRECT OPERATIONS	100%	1,212,782	1,213,775	(993)	1,165,394	48,381	4%
INDIRECT EXPENSES- ADMIN., MAINTENANCE							
Advertising	55%	31,212	17,153	14,059	17,184	(31)	0%
Contract for services & legal	71%	154,350	109,504	44,846	51,800	57,704	111%
CRD charges (IT, HR, payroll, finance)	99%	661,945	656,945	5,000	596,252	60,693	10%
Insurance	100%	68,400	68,400	-	67,160	1,240	2%
Leasehold Improvements (Greenglade)	100%	40,000	40,000	-	40,000	-	0%
Licences, fees & dues	119%	140,195	166,607	(26,412)	149,460	17,147	11%
Rentals - Facilites and Equipment	130%	83,883	109,169	(25,286)	114,545	(5,375)	-5%
Repairs & Maint. (general)	72%	148,322	106,538	41,784	123,149	(16,611)	-13%
Supplies	124%	199,590	246,804	(47,214)	274,163	(27,359)	-10%
Travel & vehicle costs	182%	25,205	45,935	(20,730)	33,992	11,944	35%
Utilities (hydro, sewer, water & phone)	101%	707,026	711,767	(4,741)	750,148	(38,381)	-5%
Wages & Benefits	97%	3,117,305	3,019,815	97,490	2,861,412	158,402	6%
Other (meetings, printing costs, admin. staff training)	64%	52,102	33,298	18,804	42,262	(8,964)	-21%
TOTAL INDIRECT EXPENSES	98%	5,429,535	5,331,935	97,600	5,121,526	210,409	4%
INDIRECT REVENUES							
Payments in lieu of taxes & Recovery	100%	176,054	176,054	0	186,935	(10,881)	-6%
Interest income	105%	21,270	22,309	(1,039)	31,412	(9,103)	-29%
TOTAL INDIRECT REVENUES	101%	197,324	198,363	(1,039)	218,347	(19,984)	-9%
NET CONTRIBUTIONS (DEFICIT)	98%	(4,019,429)	(3,919,798)	(99,631)	(3,737,785)	(182,013)	5%
TRANSFERS & DEBT							
Equipment Replacement Fund	100%	403,920	403,920	-	491,051	(87,131)	-18%
Needs Assesment Operating Carryforward	0%	-	52,000	(52,000)	-	52,000	0%
Transfer to Capital Reserve fund	120%	740,566	887,482	(146,916)	411,204	476,278	116%
Transfer to Internal Reserve	100%	8,404	8,404	-	8,120	284	3%
Debt-interest payments	49%	191,138	93,055	98,083	240,720	(147,665)	-61%
Debt-Principal payments	100%	167,839	167,838	1	507,438	(339,599)	-67%
MFA Debt Reserve interest	104%	(32,123)	(33,324)	1,201	(135,920)	102,596	-75%
TOTAL TRANSFERS & DEBT	107%	1,479,744	1,579,375	(99,631)	1,522,613	56,762	4%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	100%	(5,499,173)	(5,499,173)	(0)	(5,260,398)	(238,775)	5%
Requisition	100%	5,499,173	5,499,173	0	5,260,398	238,775	5%
NET OPERATIONS		0	0	0	0	0	

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, FEBRUARY 27, 2025**

SUBJECT Energy Recovery Project Update

ISSUE SUMMARY

To provide a project update on the energy recovery project and to seek direction regarding next steps.

BACKGROUND

In 2019, the Capital Regional District (CRD) Board identified Climate Action & Environmental Stewardship as a priority for the region and approved a motion to declare a climate emergency, committing to limit global warming to 1.5°C above pre-industrial levels. This declaration was followed by the approval of the renewed Climate Action Strategy (the strategy) in October 2021. A key commitment of this strategy is the reduction of corporate greenhouse gas (GHG) emissions of 45% by 2030, from a 2007 baseline.

The strategy identified the installation of an energy recovery system at Panorama Recreation (Panorama) as a critical action (4-4) under Goal 4: Low-Carbon and Resilient Buildings and Infrastructure.

Panorama is the largest GHG emitter in the CRD portfolio, accounting for 33% of total CRD facility emissions, and is the second-largest energy user, accounting for 15% of all energy used for CRD facilities. The CRD is committed to taking a leadership role by reducing the carbon emission and energy usage of its buildings to achieve the CRD's GHG reduction targets.

In January 2023, the Peninsula Recreation Commission (the Commission) recommended "That the 2023 Capital Plan be amended to allow \$2.4 million for the Heat Recovery Plant project to be debt financed."

Project Update

The energy recovery project consists of two phases: phase one being the replacement of the arena dehumidifier and phase two being the design, installation and integration of a heat recovery plant that will provide low-cost heat to drive much of the dehumidification process.

Phase one was completed in the summer of 2024 and the dehumidifier is currently running solely on electricity while we await phase two of the project.

Polar Engineering has completed detailed design of phase two. The design includes the installation of a site-specific heat pump to take waste heat from the ammonia plant and use it to run the dehumidifier, run a new make-up air handler for the pool changerooms, preheat domestic hot water, heat the tennis facility, provide heat to the pool heating loop and air conditioning to the arenas and pool in the summer. An invitation to tender was issued for the supply and installation

of the fully designed system, which closed November 29, 2024. Two bids were received, but both were over budget.

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board: That the Saanich Peninsula Recreation Services Capital Plan be amended to include additional funding of \$1,700,000 for Project 19-15 Heat Recovery Plant, funded by grants \$800,000 and capital reserves \$900,000.

Alternative 2

That staff be directed to work with CRD Engineering and the project consultants to rescope the project to determine priority components and/or to develop further phasing of the project to complete what can be done within the existing approved budget.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Reducing GHG emissions is embedded in the Climate Action & Environment Board and Corporate Priorities and aligns with the climate emergency declared by the CRD board in 2019.

Alignment with Existing Plans & Strategies

An integral goal of the 2021 Climate Action Strategy is the reduction of the CRD's corporate GHG emissions, with a target of 45% reduction by 2030, and achieving net-zero by 2050. The energy recovery project at Panorama is identified in the strategy as a critical action of the defined pathway towards the GHG reduction goals, slated for 2024. The project is also listed as sub-action (4-4d) of the strategy: "Install an Energy Recovery System at Panorama Recreation".

Environmental & Climate Action

The energy recovery project will mark a significant step towards reducing the CRD's use of fossil fuels and mitigating GHG emissions. The project demonstrates the CRD's leadership and commitment to environmental stewardship and will help contribute to the overall well-being of our surroundings and community.

Financial Implications

The current \$2.4 million budget previously approved by the Commission is debt financed. An increase to budget in the amount of \$1.7 million will be required to complete the whole project, for a total project budget of \$4.1 million. Approximately \$900,000 could come from the reserve fund, and \$800,000 to \$900,000 from grants is available if the whole project is completed. CRD Engineering and Climate Action have supported Panorama by applying for and administering external grants for this project. The current 2025 reserve balance is \$4.1 million, with \$1.5 million projected expenditures for the year. Within the current five-year budget plan, and prior to the requirement for additional funding for this project, the reserve balance is projected to be \$1.7 million. Should the Commission choose to proceed with Alternative 1, the reserve balance at the end of the current five-year budget will be approximately \$800,000 to \$900,000. This project

will address lifecycle replacement of several components of the system but is generally focused on improving the overall efficiency of the system to reduce emissions and energy usage.

Staff are currently analyzing and will continue to seek options to mitigate the overall impact on the reserve budget. This may include savings from current projects and/or recently completed projects, seeking further grant opportunities for this project and/or for other upcoming projects, rescoping upcoming projects and/or deferring projects to outside of the current five-year capital budget.

Specific examples of mitigation efforts currently under review include:

- Approximately \$120,000 of remaining funds from several recently completed and closed capital projects, such as the arena A dressing room heating, building exhaust system upgrades and electric vehicle charging units.
- Approximately \$60,000 in projects that have been planned and budgeted for but will be addressed through the completion of the whole energy recovery project, such as the funding allocated toward the pool changeroom HVAC unit replacement.
- Grant funding for arena LED lighting upgrades may equate to approximately 50% grant funding for this \$130,000 project for both arenas.
- Analysis and rescoping of the leisure pool filter room flooring replacement project scheduled for Spring 2025 may result in approximately \$50,000 in savings.

Although not confirmed at the time of the development of this report, the above-listed examples provide approximately \$290,000 in funding back to reserves. Staff are confident that further mitigation strategies can be found with a realistic goal of minimizing the overall impact on the reserve balance at the end of five years by 50% to realize a balance of approximately \$1,200,000 to \$1,300,000 in the reserve budget.

The completion of this project, in whole or in part, will generate operational budget savings due to the reductions in usage of electricity and natural gas. The heat recovery process and improved efficiency of the system will reduce annual utility usage and thus costs. Following information from the engineering consultants, Polar Engineering, it is estimated that completion of the whole project will lead to annual utility cost savings of approximately \$125,000. With respect to Alternative 2, completion of part of the project at this time, which would necessitate the inclusion of a site-specific heat pump, will lead to annual utility savings of approximately \$110,000. The annual utility savings from the remaining components then equates to approximately \$15,000 annually.

Service Delivery Implications

The energy recovery project is scheduled to be completed during off seasons to minimize disruptions to users.

CONCLUSION

The Panorama Recreation Centre, a significant contributor to greenhouse gas (GHG) emissions and energy usage in the CRD portfolio, is undergoing an energy recovery project to reduce its carbon footprint. Phase one involved replacing the arena dehumidifier, while phase two focuses on designing and installing the heat recovery plant. The project aligns with the CRD's Climate Action Strategy, aiming to reduce corporate greenhouse gas emissions by 45% by 2030, and is a defined action in the strategy. The project requires an increase in funding to fully complete.

RECOMMENDATION

The Peninsula Recreation Commission recommends to the Capital Regional District Board:
That the Saanich Peninsula Recreation Services Capital Plan be amended to include additional funding of \$1,700,000 for Project 19-15 Heat Recovery Plant, funded by grants \$800,000 and capital reserves \$900,000.

Submitted by:	Liz Gregg, Manager of Facilities and Operations
Concurrence:	Steve Meikle, Senior Manager, Panorama Recreation
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer