



PENINSULA RECREATION COMMISSION
Thursday, September 17, 2020 at 7:00 pm
Greenglade Community Centre, Room 8
2151 Lannon Way, Sidney, BC

AGENDA

1. Approval of Agenda
2. [Adoption of Minutes of July 21, 2020](#)
3. Chair's Remarks
4. Presentations/Delegations
 - a) Presentation: Paul Murray, Chief Administrative Officer, District of Central Saanich, Re: Centennial Park Multi-Sport Box – Request for Letter of Support and Operating Partnership
5. Commission Business
 - a) [Programs and Services Restart Update Report](#)
 - b) [2020 Second Quarter Financial Statement of Operations Report](#)
 - c) Central Saanich Facilities Select Committee – Verbal Report
 - d) [Victoria Playmakers Association Facility Rental Fee Adjustment Request – Verbal Report](#)
6. New Business
7. Adjournment

Next Meeting – October 15, 2020



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Tuesday, July 21, 2020, at Greenglade Community Centre
Room 6, 2151 Lannon Way, Sidney, BC**

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

The meeting was called to order at 1:33 pm.

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Rintoul, **SECONDED** by Commissioner Paltiel,
That the minutes of the June 9, 2020 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Daly, on behalf of all commissioners, expressed thanks to staff for working so hard through these times of COVID-19 and congratulations for getting programs up and running.

4. Presentations/Delegations: There were none.

5. Commission Business

a) 2020 Financial Plan Amendment Report

A. Sharp provided an overview of the report. The Commission discussed the following points:

- current forecasted budget figures for 2021
- timeline for 2021 budget to be presented to the Commission

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,

That the Peninsula Recreation Commission recommend to the Capital Regional Board:

That the 2020 Panorama Recreation financial plan be amended to reduce the planned transfers to the capital reserve by \$411,204 and transfers to the operating reserve by \$2,358

to cover the forecasted deficit of \$413,562, as a result of the COVID-19 closures and phased re-opening plan, as outlined in Appendix A.

CARRIED

b) Central Saanich Facilities Select Committee Report

L. Brewster provided an overview of the report. The Commission discussed the composition of the Committee including the maximum number of members and whether the Committee or Commission appoints the chair and vice-chair.

The Commission directed staff to confirm with Capital Regional District Legislative Services the process for appointing the chair and vice chair.

MOVED by Commissioner Rintoul, **SECONDED** by Vice Chair Gartshore,
That the Peninsula Recreation Commission recommend to the CRD Board:

1. That a select committee be created to explore opportunities for recreation facilities in Central Saanich;
2. That the following individuals be appointed as members of the select committee: Lorraine Brewster, Stephen Henderson, Ted Daly, Niall Paltiel; and
3. That the terms of reference, attached as Appendix A, be approved and forwarded to the select committee for information.

CARRIED

c) Annual Pass Review Report

L. Brewster advised that the current fee structure is admission by drop-in fee or per visit pass and that annual and timed passes have been suspended. Cost by drop-in fee or per visit pass provides a higher revenue than admission by annual and timed passes and helps to balance reduced capacity and attendance. An overview of correspondence received in regards to the current fee structure was provided as well as a cost comparison for different fee structure scenarios.

The Commission discussed the following points:

- the current fee structure supports Panorama's requirement to limit and reduce potential deficit
- revenue generated by drop-in fee and per visit pass compared to annual and timed pass
- Panorama is following regional industry standards by using current fee structure
- the need to communicate to patrons the rationale for the fee structure
- timeline to review fee structure
- number of registration slots for the weight room and attendance numbers since introduction of fee structure
- impact on Leisure Involvement for Everyone (LIFE) pass holders and annual pass holders

MOVED by Commissioner Orr, **SECONDED** by Commissioner Paltiel,
That the Commission reaffirm the fee structure by drop-in fee or by drop-in pass.

CARRIED

MOVED by Commissioner Orr, **SECONDED** by Commissioner McNeil-Smith,
That the Commission direct staff to develop a media release or equivalent communication
that explains the drop-in fee rationale and associated cost pressures and review the status
in November 2020.

MOVED by Commission Rintoul, **SECONDED** by Commissioner Orr,
That the main motion be amended to remove the words “a media release or equivalent”.

CARRIED

The question was called on the main motion, as amended:

MOVED by Commission Rintoul, **SECONDED** by Commissioner Orr,
That the Commission direct staff to develop communication that explains the drop-in fee
rationale and associated cost pressures and review the status in November 2020.

CARRIED

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

7. **Adjournment**

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be adjourned at 2:44 pm.

CARRIED

CHAIR

RECORDER



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, SEPTEMBER 17, 2020

SUBJECT Programs and Services Restart Update

ISSUE SUMMARY

To provide an update on the restarting of Panorama Recreation programs and services.

BACKGROUND

Staff have continued to work to reopen recreation programs and services, as well as modify protocols under the guidance of the British Columbia Recreation and Parks Association (BCRPA), Island Health, WorkSafeBC, viaSport and the Lifesaving Society.

All drop-in programs are now being offered on a reserved basis. Sessions are open for reservation on Fridays at 12 pm for the following week. Fall registered programs are available for registration with many programs running in larger spaces, with lower capacities and with COVID protocols in place.

Weight Room

The Panorama Recreation Centre weight room opened for reservable time slots on June 10. Through the summer there were seven time slots available on weekdays (1.5 hours per time slot) and three time slots available on weekend days. There is capacity to add some additional time slots if demand increases. There were 1,060 visits to the weight room in June and 3,398 in July. Registered weight room programs and personal training will take place at Greenglade Community Centre and are scheduled to resume on September 8.

Fitness/Rehabilitation

Outdoor fitness and yoga classes commenced on May 26 at Panorama Recreation Centre with some additional classes offered in the indoor tennis facility. An average of 21 fitness and yoga classes were offered weekly and there were 523 fitness class attendances in June and 1,374 in July. Through the fall, many fitness programs will proceed indoors with reduced capacities or utilizing larger spaces such as the Greenglade Community Centre gymnasium. Rehabilitation classes are also scheduled to resume for the fall. Tall Tree Integrated Health continues to offer rehabilitation to the public in the Panorama weight room through their rental agreement and have COVID-19 safety protocols in place.

Arena

Arena B opened for user group bookings on June 22 with Arena A following on July 29. Protocols for the arena include one way directional traffic through the facility, no showers available, limited skaters on the ice and in dressing rooms. Public skating sessions and women's hockey development programs were offered through the summer. Ice rentals through August 31 total \$53,500 and arena programming revenue was \$18,000. Public sessions will expand slightly into the fall but will still be limited. Skate lessons with reduced capacity will resume in September; however, adult hockey league and drop-in shinny are not planned at this time.

Youth Programs

Summer camps were very successful for this year with revenue exceeding expectations. Out of school care will operate for the fall to assist families with child care as children return back to school. Fall youth programs include camp programs for professional development days and winter break as well as some dance, soccer, music, art, cooking and outdoor-based programs.

Adult Community Recreation

For the fall, several pottery options have been provided including drop-in with reserved time slots, block bookings and programs. Pickleball is offered with reservable block bookings, reservable cohort bookings or through facility rentals. Other registered programs include language, technology, art, dance and music with some of these programs delivered through online methods.

Racquet Sports

All racquet sport facilities are now open for court bookings with tennis programs and lessons resuming in September. Tennis court bookings over the summer maintained 2019 levels and there was strong interest in tennis court block bookings for the fall.

Aquatics

The aquatic facility began its phased reopening on August 25. Reservable sessions include aquafit, aquaspin, lap swimming, water walking, and leisure swimming with limited capacities, traffic flow and enhanced cleaning protocols. Swim lessons, both private and group options, are available this fall with modifications as provided by the Canadian Red Cross. Lesson instructors teach from the pool deck and less experienced swimmers require an adult in the water for support. Over the first week of operations, 108 people attended the four time slots. The second week offered eight time slots with 242 scheduled to attend. Additional time slots will be offered over the coming weeks.

IMPLICATIONS

Social Implications

Recreation services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of communities and support physical and mental health. Although at a decreased service level, the program plan offered for the fall still meets the Commission's mission and goals of making available a wide range of services and maximizing participation under the guidelines provided.

Financial Implications

Due to the closure of the facility on March 18, 2020 and a reduction of service levels upon a phased re-opening, the ability to generate revenue through drop-in admissions, pass sales and program registrations will be reduced. Staff will need to shift how programs and services are delivered to minimize loss – online programming, use of outdoor spaces and other modifications are being pursued as options for program delivery.

Service Delivery Implications

The proposed programming above, decreases the standard level of service delivery due to

reduced hours of operation and reduced access to drop-in programs and services due to attendance limitations.

CONCLUSION

Under the guidance of BC's Provincial Health Office, the Lifesaving Society, WorkSafeBC and the BC Recreation and Parks Association, staff have modified protocols for delivery of programs and services. Program capacities have decreased, alternate facilities will be used for program delivery and program delivery models will change; however, a wide range of programs and services can still be delivered to the Saanich Peninsula community.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

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



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, SEPTEMBER 17, 2020**

SUBJECT 2020 Second Quarter Financial Statement of Operations

ISSUE SUMMARY

To provide 2020 second quarter financial information to the Commission.

BACKGROUND

The second quarter financial results are now available for the period ended June 30, 2020. The statement of operating revenue and expenses are shown on the attached document (Appendix A).

Due to the facility closure as of 5 pm on March 17, 2020, all Panorama Recreation programs and services ceased until May 26, 2020 when the phased re-opening plan was put in place. The plan started with outdoor fitness classes on May 26 followed by weight room sessions on June 10 and aquatic programs on August 25. During July and August a variety of youth summer camps were offered along with a selection of registered fitness programs.

As a result of the closures and phased re-opening of facilities, programs and services, the forecasted deficit from the COVID-19 closure was estimated at \$413,562. At its July 21, 2020 meeting, the Peninsula Recreation Commission approved the recommendation to the Capital Regional District Board for an amendment to the 2020 financial plan to reduce the planned transfers to the capital reserve by \$411,204 and transfers to the operating reserve by \$2,358 to cover the forecasted deficit of \$413,562.

Between May 26 and June 30:

Forecasted Revenue:

- per visit passes – \$8,145
- drop in admission – \$18,290
- total forecasted revenue – \$26,435

Actual Revenue:

- per visit passes – \$26,776
- drop in admissions – \$12,469
- total actual revenue – \$39,245
- \$12,810 over forecast

Overall performance is on target with the 2020 forecast.

CONCLUSION

Since the re-opening of facilities on May 26, 2020, overall performance is on target with 2020 forecast.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

Submitted by:	Allison Sharp, CPA, CGA Manager of Administrative Services
Concurrence:	Lorraine Brewster, Senior Manager

ATTACHMENT

Appendix A: Statement of Operations (7 Months Ended June 30, 2020)

PANORAMA RECREATION - STATEMENT OF OPERATIONS (7 MONTHS ENDED June 30, 2020)

APPENDIX A

	% of Budget Utilized	2024 BUDGET	2023 BUDGET	2022 BUDGET	2021 BUDGET	2020 BUDGET	2020 Year to date	2019 BUDGET	2019 Year to date	2020 BUDGET AMENDED
DIRECT OPERATING REVENUES										
Admissions	30%	358,743	351,717	344,822	338,060	331,587	99,982	334,992	191,099	315,926
Pass sales	25%	1,229,700	1,205,589	1,181,950	1,158,774	1,136,053	283,977	964,932	659,198	360,189
Partnerships /Employee Wellness Program	17%	277,420	277,420	271,100	271,100	271,100	46,443	272,000	155,729	46,443
Programs	30%	1,971,322	1,923,632	1,876,069	1,818,486	1,732,326	527,580	1,586,242	959,844	792,739
Rentals	29%	972,148	951,373	931,074	911,236	896,734	258,754	853,944	407,649	447,256
Other (fees, commissions)	32%	142,608	140,587	138,422	182,598	129,840	41,093	129,444	65,257	37,272
TOTAL DIRECT OPERATING REVENUES	28%	4,951,941	4,850,318	4,743,437	4,680,254	4,497,640	1,257,829	4,141,553	2,438,776	1,999,825
DIRECT OPERATING EXPENSES										
Instructional Services	27%	383,346	378,069	370,805	363,805	356,980	95,915	345,929	170,687	146,103
Operating supplies	21%	198,470	189,182	191,086	182,279	179,042	36,835	214,448	73,914	68,266
Repairs & Maintenance (pool, arena, racquet)	56%	227,940	223,043	219,751	213,565	201,412	113,203	225,907	122,408	167,117
Travel & vehicle costs	45%	18,668	18,277	17,891	17,516	17,149	7,754	17,322	9,847	13,149
Wages & Benefits	32%	2,668,329	2,616,374	2,565,516	2,512,414	2,440,238	778,719	2,157,591	1,231,567	1,445,941
Other (Staff training, licences, fees, dues, memberships)	35%	39,249	37,930	37,878	36,883	36,489	12,772	36,690	22,614	19,610
TOTAL DIRECT OPERATING EXPENSES	32%	3,536,002	3,462,874	3,402,927	3,326,462	3,231,310	1,045,198	2,997,888	1,631,037	1,860,185
CONTRIBUTION DIRECT OPERATIONS										
	17%	1,415,939	1,387,444	1,340,510	1,353,792	1,266,330	212,632	1,143,665	807,739	139,640
INDIRECT EXPENSES- ADMIN., MAINTENANCE										
Advertising	24%	94,000	93,000	92,000	91,000	90,000	21,677	108,000	29,783	35,000
Capital	#DIV/0!	-	-	-	-	-	-	-	-	-
Contract for services & legal	17%	52,076	51,023	49,991	99,980	47,990	8,126	65,437	22,673	12,387
CRD charges (IT, HR, payroll, finance)	58%	476,292	466,038	456,007	446,191	436,587	254,156	367,622	214,446	436,587
Insurance	100%	45,800	44,810	43,840	42,900	41,980	41,980	42,390	-	41,980
Leasehold Improvements	0%	40,000	40,000	40,000	40,000	40,000	-	40,000	-	40,000
Licences, fees & dues	53%	158,645	148,628	139,460	131,107	118,248	62,574	123,076	76,499	88,682
Rentals - Facilites and Equipment (CSCC & NSMS)	-8%	91,189	90,494	89,814	89,147	88,495	(7,014)	87,557	22,853	86,495
Repairs & Maint. (general)	63%	112,351	109,954	107,609	105,313	82,858	52,018	110,216	43,564	66,658
Supplies	59%	159,630	155,882	152,234	148,680	145,216	85,108	158,625	82,613	142,779
Travel & vehicle costs	77%	26,459	25,907	25,366	24,812	24,269	18,742	18,064	14,676	22,846
Utilities (hydro, sewer, water & phone)	37%	751,295	724,831	699,288	776,062	815,780	301,651	709,058	331,671	714,809
Wages & Benefits	48%	3,029,320	2,969,921	2,911,596	2,854,505	2,759,380	1,335,285	2,601,355	1,487,811	2,381,643
Other (meetings, printing costs, admin. staff training)	24%	79,394	77,690	76,260	74,853	72,630	17,176	71,693	30,965	31,743
Contingency	0%	50,000	50,000	50,000	50,000	50,000	-	50,000	-	50,000
TOTAL INDIRECT EXPENSES	46%	5,166,451	5,048,178	4,933,465	4,974,550	4,813,433	2,191,478	4,553,093	2,357,555	4,151,609
INDIRECT REVENUES										
Payments in lieu of taxes & Recovery	100%	170,910	170,910	170,910	170,910	160,875	160,875	170,910	170,910	160,875
Donations & Sponsorships	34%	26,600	26,600	26,600	26,600	26,600	8,983	29,160	21,680	16,088
Interest income	-4%	9,160	9,160	9,160	9,160	9,160	(378)	9,160	334	9,160
TOTAL INDIRECT REVENUES	86%	206,670	206,670	206,670	206,670	196,635	169,480	209,230	192,924	186,123
NET CONTRIBUTIONS (DEFICIT)										
	54%	(3,543,842)	(3,454,065)	(3,386,285)	(3,414,088)	(3,350,468)	(1,809,367)	(3,200,197)	(1,356,893)	(3,825,845)
TRANSFERS & DEBT										
Equipment Replacement Fund	58%	396,000	396,000	396,000	396,000	396,000	231,000	396,000	231,000	396,000
Transfers to General Capital Fund	#DIV/0!	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve fund	0%	890,831	411,204	411,204	411,204	411,204	-	391,680	-	-
Transfer to Internal Reserve	0%	8,042	7,962	7,883	7,805	7,728	-	7,575	-	5,370
Debt-interest payments	44%	126,436	266,463	335,363	335,363	323,618	142,170	331,422	179,590	261,803
Debt-Principal payments	84%	262,092	601,692	601,692	601,692	507,439	427,532	507,439	427,532	507,439
MFA Debt Reserve interest	-	-	-	-	-	(2,610)	-	-	-	(2,610)
TOTAL TRANSFERS & DEBT	49%	1,683,401	1,683,321	1,752,142	1,752,064	1,643,379	800,702	1,634,116	838,122	1,168,002
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS										
	52%	(5,227,243)	(5,137,386)	(5,138,427)	(5,166,152)	(4,993,847)	(2,610,068)	(4,834,313)	(2,195,015)	(4,993,847)
Requisition	0%	-	-	-	-	4,993,847	-	4,834,316	-	4,993,847
Prior year's surplus	-	-	-	-	-	-	-	-	-	-
NET OPERATIONS		(5,227,240)	(5,137,390)	(5,138,430)	(5,166,150)	0	(2,610,068)	-	(2,195,015)	(0)



Request for Reduction/Waiving of Facility Rental fee

Group Name:

VICTORIA PLAYMAKERS ASSOCIATION

Type of Group:

(circle more than one if applicable)

adult youth sport non-profit

other: _____

Event:

PLAYMAKERS OLD-TIMERS HOCKEY TOURNAMENT

Date(s) requested:

MARCH 23-27, 2021

Time:

8 AM TO 9 PM

Duration:

UP TO 13 HRS PER DAY

Facility space:

BOTH ARENA A + B and dressing rooms

Rate reduction requested:

flat rate of \$148. per hour

(Please refer to attachment for details + substantiation)

Forms can be returned to:

Panorama Recreation Centre
1885 Forest Park Dr.
North Saanich, BC V8L 4A3
Phone: 250-656-7271
Fax: 250-656-3360

Email:

Room & Parking Lot

Arena

Pool

Other

Please note that insurance will be required for facility rentals.

Attachment to:
Request for Reduction of Arena Rental Fee
For Victoria Playmakers Tournament, 23-27 March 2021

Substantiation:

The Victoria Playmakers Old-Timers' Hockey Tournament is an international tournament that consistently gets teams from Japan, California, Alberta and mainland British Columbia, along with a couple teams from Saskatchewan and Manitoba. It is the largest Old-Timers hockey tournament in Western Canada, with over 40 teams participating each year. The Victoria Playmakers Association is a not for profit organization and its purpose is to promote Old-Timers hockey. The Playmakers Tournament caters to both male and female players aged 55 years and over, grouped into 7 divisions based on age and gender.

This large tournament requires two ice surfaces for 5 days. It is normally held at Pearkes Arena, but with the Gold Rink closed at Pearkes for upgrades, Pearkes Arena is not an option in March 2021.

Request a flat rental fee of \$148.00 per hour to match what has was offered by Pearkes Arena in 2020. Although \$148. is below the prime rate of \$221. charged by Panorama during 5-10 pm, note that it is above the rate of \$105. that is charged between 12-5 pm.

This tournament is basically a solid booking from 8 am to 9 pm, with very few "blank" hours of ice time. This is new revenue for Panorama, with the ice contract value expected to exceed \$13,000.

Date of 23-27 March 2021 was selected in consultation with Martine King to utilize the ice the last week of the season prior to being removed. The majority of the ice time would be going unused as minor hockey leagues would be completed and other recreational users would be winding down.

This tournament will bring positive visibility to the Panorama Recreation Centre, supports adult physical activity, and it provides a significant financial impact to the local economy, particularly motels and restaurants.

Prepared by:
Les Falloon
Chairman, Victoria Playmakers Association