



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, October 27, 2022

6:00 PM

Via Teleconference
Panorama Boardroom
1885 Forest Park Drive
North Saanich, BC V8L 4A3

R. Imrie (Chair), H. Gartshore (Vice Chair), K. Frost, C. McNeil-Smith, P. Murray, G. Orr, N. Paltiel,
C. Rintoul, R. Windsor

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes of September 29, 2022

3.1 Minutes of the September 29, 2022 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of September 29, 2022 be adopted as circulated.

Attachments: [Minutes](#) – September 29, 2022

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Statement of Operations

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

Attachments: Staff Report: Statement of Operations as at August 31, 2022

6.2 Programs and Services Report

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

Attachments: Staff Report: Programs and Services Report for January to August 2022

6.3 Maintenance Update

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

Attachments: Staff Report: Maintenance Update

7. New Business

8. Adjournment

The next meeting is November 24, 2022

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, September 29, 2022, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

Present in the Boardroom:

Commissioners: R. Imrie (Chair), H. Gartshore (Vice-Chair), P. Murray, G. Orr, N. Paltiel, R. Windsor

Staff: L. Brewster, Senior Manager; A. Sharp, Manager, Administrative Services; M. Curtis, Manager, Facilities & Operations; K. Beck, Manager, Program Services; D. Toso (recorder)

Present Electronically:

Commissioners: K. Frost

Regrets: C. McNeil-Smith, C. Rintoul

The meeting was called to order at 6:02 pm

1. Territorial Acknowledgement

Vice-Chair Gartshore provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Windsor, **SECONDED** by Vice-Chair Gartshore,
That the agenda be approved.

CARRIED

3. Adoption of Minutes of August 25, 2022

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Orr,
That the minutes of the August 25, 2022 meeting be adopted.

CARRIED

4. Chair's Remarks: There were none.

5. Presentations/Delegations: There were none.

6. Commission Business

6.1 2022 Summer Camp Program

K. Beck provided an overview of the report. Discussion ensued regarding data collected to reflect camp capacity.

**Peninsula Recreation Commission Minutes
September 29, 2022**

6.2 2022 Special Events

K. Beck provided an overview of the report.

6.2 Maintenance Update

M. Curtis provided an overview of the report. Discussion ensued regarding:

- moving to fixed basketball hoops on the Multi Sport Court
- pool maintenance issues
- future maintenance projects.

7. New Business:

The October meeting will be held at the call of the chair.

8. Adjournment

MOVED by Commissioner Orr
That the meeting be adjourned at 6:28 pm.

CARRIED

CHAIR

RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 27, 2022**

SUBJECT **Statement of Operations at August 31, 2022**

ISSUE SUMMARY

To provide the commission with financial information as at August 31, 2022.

BACKGROUND

The financial results are now available for the period ended August 31, 2022. The statement of operating revenue and expenses for the eight months ended August 31, 2022 are shown on the attached document (Appendix A).

In 2022 operations continue to recover as people return to recreational activities. Although admissions are recovering slower than budget expectations, registered programs are returning to pre-pandemic levels. Community recreation continues to out-perform budget while weights, fitness & rehab, greatly impacted by restrictions, are seeing a more measured return to normal participation. Revenue reductions are largely offset by reductions in costs related to the supply of programs and activities as well as the close monitoring of discretionary expenditures.

After eight months of operations, actual results should be at 67% of budget utilization.

- Overall revenue is under budget at 58% of budget utilization.
- Admission and pass revenue is under budget at 49% while grants received have exceeded budget.
- Overall program revenue is near budget at 64%, community recreation youth program revenue is near 100% of budget, all other areas are on target.
- Overall direct operational expenses are under budget at 58% of budget utilization.
- Overall indirect costs are below budget expectations at 58% of budget utilization.
- Wages and benefits are below budget due to position vacancy
- Utilities at 58% of budget utilization, heat recovery system was not used between January and March 2022. All other utilities are near or on target with budget expectations.
- Overall performance is on target with budget.

CONCLUSION

Overall performance is on target with budget expectations, with health orders impacting the operation in the first two quarters of the year. Program revenue will likely out-perform budget expectations and balance out below budget expectation in other areas such as admissions and pass sales.

RECOMMENDATION

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

Submitted by:	Allison Sharp, Manager Administrative Services
Concurrence:	Lorraine Brewster, Senior Manager, Panorama Recreation

ATTACHMENT

Appendix A: Statement of Operations (8 Months Ended August 31, 2022)

PANORAMA RECREATION - STATEMENT OF OPERATIONS (8 MONTH ENDED August 31, 2022)

	% of Budget Utilized	2022 BUDGET	2022 Year to date	2021 Year to date	Actual difference 2021 to 2022 in Dollars by %	
DIRECT OPERATING REVENUES						
Admissions & pass sales	49%	1,399,736	690,670	472,385	218,285	46%
Partnerships (Employee Wellness included until Mar 2020)	0%	2,000	-	-	0	#DIV/0!
Programs	64%	1,960,528	1,260,406	842,319	418,086	50%
Rentals	55%	914,946	506,135	405,150	100,985	25%
Sponsorships, grants & donations	105%	92,177	96,555	23,450	73,105	312%
Other (fees, commissions)	36%	122,013	43,974	18,139	25,834	142%
TOTAL DIRECT OPERATING REVENUES	58%	4,491,400	2,597,740	1,761,444	836,295	47%
DIRECT OPERATING EXPENSES						
Instructional Services	67%	357,457	239,669	139,011	100,658	72%
Operating supplies	62%	145,263	89,900	43,235	46,666	108%
Repairs & Maintenance (pool, arena, racquet)	66%	213,388	140,799	81,348	59,451	73%
Travel & vehicle costs	95%	16,984	16,151	10,737	5,415	50%
Wages & Benefits	56%	2,758,225	1,556,378	1,082,449	473,929	44%
Other (Staff training, licences, fees, dues, memberships)	38%	32,341	12,386	12,547	(161)	-1%
TOTAL DIRECT OPERATING EXPENSES	58%	3,523,658	2,055,285	1,369,327	685,958	50%
CONTRIBUTION DIRECT OPERATIONS	56%	967,741	542,455	392,117	150,337	38%
INDIRECT EXPENSES- ADMIN., MAINTENANCE						
Advertising	20%	46,665	9,368	8,065	1,304	16%
Capital	#DIV/0!	-	-	-	-	#DIV/0!
Contract for services & legal	99%	44,727	44,416	23,887	20,529	86%
CRD charges (IT, HR, payroll, finance)	65%	477,784	312,129	342,721	(30,591)	-9%
Insurance	100%	45,820	45,820	42,760	3,060	7%
Leasehold Improvements	100%	40,000	40,000	-	40,000	#DIV/0!
Licences, fees & dues	83%	122,172	101,190	87,265	13,925	16%
Rentals - Facilities and Equipment (CSCC & NSMS)	35%	79,981	28,139	18,015	10,124	56%
Repairs & Maint. (general)	24%	104,770	25,317	34,856	(9,539)	-27%
Supplies	91%	170,088	154,732	79,202	75,530	95%
Travel & vehicle costs	74%	28,467	21,059	20,995	64	0%
Utilities (hydro, sewer, water & phone)	58%	701,425	407,165	260,454	146,710	56%
Wages & Benefits	56%	2,858,378	1,609,700	1,446,960	162,740	11%
Other (meetings, printing costs, admin. staff training)	35%	57,786	20,063	2,704	17,359	642%
Contingency	0%	50,000	-	-	-	-
TOTAL INDIRECT EXPENSES	58%	4,828,063	2,819,098	2,367,883	451,215	19%
INDIRECT REVENUES						
Payments in lieu of taxes & Recovery	100%	175,170	175,170	161,891	13,279	8%
Interest income	57%	9,420	5,367	2,460	2,907	118%
TOTAL INDIRECT REVENUES	98%	184,590	180,537	164,351	16,186	10%
NET CONTRIBUTIONS (DEFICIT)	57%	(3,675,732)	(2,096,106)	(1,811,415)	(284,692)	16%
TRANSFERS & DEBT						
Equipment Replacement Fund	67%	396,000	264,000	143,447	120,553	84%
Transfers to General Capital Fund	#DIV/0!	-	-	-	-	#DIV/0!
Transfer to Capital Reserve fund	100%	308,402	308,402	382,008	(73,606)	-19%
Transfer to Internal Reserve	100%	7,961	7,961	-	7,961	#DIV/0!
Debt-interest payments	52%	294,954	152,611	140,376	12,236	9%
Debt-Principal payments	84%	507,439	427,532	427,532	-	0%
MFA Debt Reserve interest	-	-	7	-	7	-
TOTAL TRANSFERS & DEBT	77%	1,514,756	1,160,514	1,093,363	67,151	6%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	63%	(5,190,487)	(3,256,621)	(2,904,777)	(351,843)	12%
Requisition	100%	5,190,486	5,190,486	5,093,722	96,764	2%
Prior year's surplus	-	-	-	259,421	(259,421)	-
NET OPERATIONS		-	1,933,865	2,448,366	(514,500)	-21%

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 27, 2022**

SUBJECT **Programs and Services Report for January to August 2022**

ISSUE SUMMARY

To provide the commission with information on Panorama Recreation programs and services for January to August 2022.

BACKGROUND

Panorama Recreation programs and services continue to recover from Covid-19 pandemic impacts. Most programs and services have resumed operations, and uptake from the community has increased steadily from January 2022 to present.

Registered programs have seen the strongest recovery, while interest in drop-in programs and services has been more measured. To date, there have been 12,164 program registrations in 2022, a 21% increase over 2019. Drop-in attendance across all areas is at 66% of 2019 attendance levels.

Arena and pool drop-in attendance has seen the strongest recovery from pandemic impacts, with arena attendance at 87%, and pool attendance at 80% of 2019 levels. Fitness and weight room use is slower to recover, with fitness attendance at 66%, and weight room attendance at 56% of 2019 levels. One area of growth in weight room attendance is in the youth (ages 13 to 18) demographic. In 2022 to date there have been 2,074 youth visits to the weight room, compared with 886 visits in 2019, an increase of 245%.

Community Recreation programs have achieved 100% of budgeted program revenue for 2022. There has been strong community demand for programs across all ages, with adult programs in particular seeing strong registration and revenue for 2022. Adult programs were impacted substantially by pandemic restrictions, and for 2022 registration has increased 267% over 2021, and 31% over 2019.

Child care services continue to be in high demand on the Saanich Peninsula. The Owl's Nest Preschool for ages 2.5 to 5 years, which provides full-day care for 16 children per day, is operating at full capacity. The Out of School Care program serves all 5 elementary schools on the peninsula, providing care for up to 80 children per day. The program is currently running at 75% capacity, with additional participants being registered from the waitlist as staffing levels allow.

Community demand for swimming and skating lessons remains strong. Registration for youth swimming and skating lessons are at 80% of 2019 levels, due primarily to ongoing staffing shortages in both areas. Additional staff are being recruited and hired in both areas, and staff remain committed to expanding programming as capacity allows.

Local community events have also resumed with the easing of pandemic restrictions. Staff have embraced participating in local community events as a way to further the Panorama brand of living well and having fun. The Play in the Park program also returned for its 8th season in 2022, after a 2 year hiatus during the pandemic.

CONCLUSION

Panorama Recreation continues to provide programs and services that are desired by the community, with attendance and registration returning to pre-pandemic levels.

RECOMMENDATION

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

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

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 27, 2022**

SUBJECT **Maintenance Update**

ISSUE SUMMARY

To provide information on the maintenance department and current projects.

Enabling Accessibility Project

Over the next few months, staff and contractors will be working to complete accessibility upgrades to some of our washrooms in the arena and link building lobbies as part of the Enabling Accessibility grant. Key upgrades will include accessible toilets, faucets, grab bars and door operators.

Greenglade Playground Project

Staff are in the early stages of procurement for the Greenglade playground replacement project. The playground will include structures targeted at ages 5 to 12 as well as elements for children under 5 years. Longer than normal lead times are expected for this project. Project completion is anticipated in 2023.

JumpStart Multi Sport Court

Canadian Tire JumpStart and Panorama Recreation have agreed to replace the portable basketball hoops on the Multi Sport court with in-ground adjustable hoops. Line adjustments to the basketball keys and three-point lines will also be made. This will effectively eliminate the tennis court function of the court which has seen no usage or request for usage since opening.

CONCLUSION

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

RECOMMENDATION

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

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