



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

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Thursday, February 24, 2022

6:00 PM

Via [Teleconference](#)  
Boardroom, 1885 Forest Park Dr,  
North Saanich, BC V8L 4A3

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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 January 27, 2022

#### 3.1 Minutes of the January 27, 2022 Peninsula Recreation Commission meeting

**Recommendation:** That the minutes of the Peninsula Recreation Commission meeting of January 27, 2022 be adopted as circulated.

**Attachments:** [Minutes – January 27, 2022](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

### 6. Commission Business

#### 6.1 Year-End Financial Report - December 2021

**Recommendation:** That the Peninsula Recreation Commission receive this report for information.

**Attachments:** Staff Report: Year End Financial Report - December 2021

#### 6.2 Arena Programs Update Report

**Recommendation:** That the Peninsula Recreation Commission receive this report for information.

**Attachments:** Staff Report: Arena Programs Update

#### 6.3 Jumpstart Inclusive Multisport Court Update - Verbal

#### 6.4 Start Time for the Commission Meeting

#### 6.5 BCRPA Symposium 2022

### 7. New Business

8. 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 council considers that disclosure could reasonably be expected to harm the interests of the municipality.

## 9. Adjournment

The next meeting is March 24, 2022

To ensure quorum, please advise Denise Toso at [dtoso@panoramarec.bc.ca](mailto:dtoso@panoramarec.bc.ca) if you cannot attend.



**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, January 27, 2022, in the Boardroom at Panorama Recreation Centre,  
1885 Forest Park Drive, North Saanich, BC**

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**Present in Boardroom:**

**Commissioners:** H. Gartshore (Vice Chair), R. Imrie  
**Staff:** L. Brewster, Senior Manager; D. Toso (recorder)

**Present Electronically:**

**Commissioners:** K. Frost, C. McNeil-Smith, G. Orr, N. Paltiel, C. Rintoul, R. Windsor  
**Staff:** M. Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; M. Medland, Senior Financial Advisor, CRD Financial Services; A. Sharp, Manager, Administrative Services

L. Brewster called the meeting to order at 6:39 pm.

**1. Election of Chair**

L. Brewster called for nominations of Chair of the Peninsula Recreation Commission for the upcoming term.

Commissioner Orr nominated Commissioner Imrie. Commissioner Imrie accepted the nomination.

L. Brewster called for nominations a second time.

L. Brewster called for nominations a third and final time.

Hearing no further nominations, L. Brewster declared Commissioner Imrie Chair of the Peninsula Recreation Commission.

**2. Territorial Acknowledgement**

Vice-Chair Gartshore provided a territorial acknowledgement.

**3. Approval of Agenda**

**MOVED** by Commissioner Rintoul, **SECONDED** by Commissioner Orr,  
That the agenda be approved with the addition of:  
-item 7.6 Capital Plan Update

**CARRIED**

**4. Adoption of Minutes**

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner Orr,  
That the minutes of the November 25, 2021 meeting be adopted.

**CARRIED**

5. **Chair's Remarks:** There were none.

6. **Presentations/Delegations:** There were none.

7. **Commission Business**

7.1. **2021 Operating Surplus Report**

A. Sharp provided an overview of the report.

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner Orr,  
That the transfer of 50% of the 2021 operating surplus to the capital reserve, 25% of the operating surplus to the equipment replacement fund and 25% to the operating reserve fund be approved.

**CARRIED**

7.2. **Programs and Services COVID-19 Update Report**

M. Alsdorf provided an overview of the report.

Discussion ensued regarding:

- transitioning from The Red Cross to Lifesaving Society aquatics training programs.
- POV requirements extended to June 30.

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,  
That the report be received for information.

**CARRIED**

7.3. **Jumpstart Inclusive Multisport Court Update Report – Verbal**

M. Curtis provided an overview of the report.

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,  
That the report be received for information.

**CARRIED**

7.4. **Maintenance Update Report**

M. Curtis provided an overview of the report.

Discussion ensued regarding:

- Planned pool shut down
- Heat from Saanich Peninsula Wastewater facility
- Heater in Arena A

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner Frost,  
That the report be received for information.

**CARRIED**

### 7.5. 2022 Peninsula Recreation Commission Meeting Dates Report

L. Brewster provided an overview of the report.

Discussion ensued regarding:

- ideal start time for the Peninsula Recreation Commission meetings
- adding start time as an agenda item for the next meeting.

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner Rintoul,  
That the Peninsula Recreation Commission approve the proposed 2022 commission meeting dates.

**CARRIED**

### 7.6. Capital Plan Update – Verbal Report

A. Sharp provided an overview of the report.

Discussion ensued regarding:

- Heat recovery plan
- Dehumidifier in Arena lobby

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner Orr,  
That the report be received for information.

**CARRIED**

**New Business:** There was none.

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,  
That the Commission 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 Capital Regional District.

The meeting was closed at 7:21 pm.

The Commission rose from the closed session at 7:28 pm without report.

### Adjournment

**MOVED** by Vice-Chair Gartshore, **SECONDED** by Commissioner Frost,  
That the meeting be adjourned at 7:28 pm.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, FEBRUARY 24, 2022**

**SUBJECT**    Year-End Financial Report – December 2021

**ISSUE SUMMARY**

To inform the Commission of the year-end financial data for 2021.

**BACKGROUND**

At its January 27, 2022 meeting, the Peninsula Recreation Commission approved the 2021 operating surplus be transferred to reserves, as follows: 50% to capital reserve, 25% to equipment replacement reserve and 25% to the operating reserve.

The final operating surplus for the year ending December 31, 2021 was \$963,528. The year-end financials for 2021 are complete and a summary of the operating revenues and expenses for the year are shown on the attached document (Appendix A). The transfer of \$481,764 to capital reserve, \$240,882 to equipment replacement reserve and \$240,882 to operating reserve is reflected in the attached summary of operating revenues and expenses.

The operating surplus was a result of the following:

1.    \$374,396 additional contribution from direct operations
  - \$701,068 additional direct operating revenues, including \$169,397 in unbudgeted grants
2.    \$574,187 from underspent indirect expenses
3.    \$7,894 from additional indirect revenues
4.    \$7,052 from savings in debt interest

**Preliminary balance of reserves at December 31, 2021:**

Equipment replacement fund (ERF) (after transfer of 2021 surplus)	\$1,107,756
Capital Reserves (after transfer of 2021 surplus)	\$3,908,348
Operating reserve (after transfer of 2021 surplus)	\$312,705

**Ratio 2021 operating funded by:**

- Total 2021 operations and transfers were 37.07% funded by the users.
- Excluding debt, 2021 operations and transfers were 40.69% funded by the users.

**CONCLUSION**

Panorama Recreation continued to adapt quickly to changing conditions in 2021 due to the COVID-19 pandemic, with reduced discretionary expenditures and providing programs and services that exceeded forecasted revenue.

**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, Panorama Recreation Centre

**ATTACHMENT**

Appendix A: Statement of Operations – December 2021

PANORAMA RECREATION - STATEMENT OF OPERATIONS (12 MONTHS ENDED December 31, 2021)

Appendix A

	2021 BUDGET	% of Amended Budget Utilized	2021 Year to date	2021 Actual to Budget in Dollars by %	
<b>DIRECT OPERATING REVENUES</b>					
Admissions & pass sales	544,683	145%	788,400	243,717	45%
Programs	1,134,032	121%	1,371,323	237,291	21%
Rentals	809,050	108%	876,154	67,104	8%
Grants	-	#DIV/0!	169,397	169,397	#DIV/0!
Other (fees, commissions)	59,284	72%	42,844	-16,440	-28%
<b>TOTAL DIRECT OPERATING REVENUES</b>	<b>2,547,049</b>	<b>128%</b>	<b>3,248,117</b>	<b>701,068</b>	<b>28%</b>
<b>DIRECT OPERATING EXPENSES</b>					
Instructional Services	278,175	102%	285,060	6,885	2%
Operating supplies	88,590	144%	127,665	39,075	44%
Repairs & Maintenance (pool, arena, racquet)	210,753	92%	194,562	-16,191	-8%
Travel & vehicle costs	16,690	121%	20,137	3,447	21%
Wages & Benefits	1,564,095	119%	1,861,337	297,243	19%
Other (Staff training, licences, fees, dues, memberships)	27,270	86%	23,485	-3,786	-14%
<b>TOTAL DIRECT OPERATING EXPENSES</b>	<b>2,185,573</b>	<b>115%</b>	<b>2,512,246</b>	<b>326,672</b>	<b>15%</b>
<b>CONTRIBUTION DIRECT OPERATIONS</b>	<b>361,476</b>	<b>204%</b>	<b>735,872</b>	<b>374,396</b>	<b>104%</b>
<b>INDIRECT EXPENSES- ADMIN., MAINTENANCE</b>					
Advertising	23,400	61%	14,172	-9,228	-39%
Contract for services & legal	99,980	67%	67,195	-32,785	-33%
CRD charges (IT, HR, payroll, finance)	513,422	102%	525,274	11,852	2%
Insurance	42,760	100%	42,760	0	0%
Leasehold Improvements	40,000	100%	40,000	0	0%
Licences, fees & dues	119,776	96%	115,278	-4,498	-4%
Rentals - Facilites and Equipment (CSCC & NSMS)	77,443	114%	88,505	11,063	14%
Repairs & Maint. (general)	99,024	65%	64,163	-34,861	-35%
Supplies	141,468	120%	169,724	28,256	20%
Travel & vehicle costs	23,785	131%	31,117	7,332	31%
Utilities (hydro, sewer, water & phone)	690,825	76%	525,481	-165,344	-24%
Wages & Benefits	2,511,050	87%	2,193,869	-317,181	-13%
Other (meetings, printing costs, admin. staff training)	58,210	68%	39,355	-18,855	-32%
Contingency	50,000	0%	-	-50,000	-100%
<b>TOTAL INDIRECT EXPENSES</b>	<b>4,491,143</b>	<b>87%</b>	<b>3,916,955</b>	<b>-574,187</b>	<b>-13%</b>
<b>INDIRECT REVENUES</b>					
Payments in lieu of taxes & Recovery	159,359	102%	161,891	2,532	2%
Interest income	9,160	159%	14,522	5,362	59%
<b>TOTAL INDIRECT REVENUES</b>	<b>168,519</b>	<b>105%</b>	<b>176,413</b>	<b>7,894</b>	<b>5%</b>
<b>NET CONTRIBUTIONS (DEFICIT)</b>	<b>(3,961,148)</b>	<b>76%</b>	<b>(3,004,671)</b>	<b>956,477</b>	<b>-24%</b>
<b>TRANSFERS &amp; DEBT</b>					
Equipment Replacement Fund	215,170	212%	456,052	240,882	112%
Transfers to General Capital Fund	-	#DIV/0!	-	0	#DIV/0!
Transfer to Capital Reserve fund	382,008	226%	863,772	481,764	126%
Transfer to Operating Reserve	7,805	3186%	248,687	240,882	3086%
Debt-interest payments	279,573	97%	272,522	-7,051	-3%
Debt-Principal payments	507,439	100%	507,438	-1	0%
MFA Debt Reserve interest	-	#DIV/0!	-	0	#DIV/0!
<b>TOTAL TRANSFERS &amp; DEBT</b>	<b>1,391,995</b>	<b>169%</b>	<b>2,348,472</b>	<b>956,477</b>	<b>69%</b>
<b>NET BEFORE REQUISITION &amp; PRIOR YEAR SURPLUS</b>	<b>(5,353,143)</b>	<b>100%</b>	<b>(5,353,143)</b>	<b>0</b>	<b>0%</b>
Requisition	5,093,722	100%	5,093,722	0	0%
Prior year's surplus	259,421	100%	259,421	-0	0%
<b>NET OPERATIONS</b>	<b>(0)</b>		<b>0</b>	<b>0</b>	



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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, FEBRUARY 24, 2022

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**SUBJECT**     **Arena Update**

### **ISSUE SUMMARY**

To provide the Commission an update on the current programs and services in the arena.

### **BACKGROUND**

Panorama offers programs and services to the community on two arena surfaces. Arena B at Panorama Recreation was built in 1977, with arena A and the current arena lobby added in 1997 due to community demand. The refrigeration plant was replaced in 2015, and the floor, boards and glass were replaced in arena B in 2017.

Arena public session attendance and program revenue have remained fairly steady over the past five years, with slight decreases during COVID restrictions. Ice rental and dryfloor rental revenue has increased 3% and 32%, respectively, over the last five years (ice rentals 2021: \$545,735, 2015: \$529,212; dryfloor rentals 2021: \$37,292, 2015: \$28,171) and overall, the arena program area has a strong net contribution (excluding maintenance/utility costs).

Arena usage is approximately 91% during ice season (September to March) and 27% during dryfloor (April to June) over the operating hours of 6 am to 11 pm. Usage includes public sessions (including shinny, parent & tot and stick & puck), programming (skate lessons, power skating, hockey skill development and league play), school use, youth user group rentals and adult user group rentals. Panorama continues to have strong ice rental use from both youth and adult sports groups. Over the past few years, user groups have expanded to include the new youth sport organization Capital Regional Female Minor Hockey Association and specific programming for women's hockey has been added as female interest in the sport has grown.

While there have been many successes in the arena, there are also several challenges. The staffing shortage impacting many businesses across the region has also impacted some programs in the arena. The pandemic has brought to light the importance of the arena lobby as a social space for gathering; however, the current size is somewhat prohibitive to socialization. Despite upgrades to the arena entry doors, the arena continues to lack accessibility and inclusive features. Some of the barriers include spectator access; arena washrooms; size and accessibility of change rooms, and limited referee rooms.

### **IMPLICATIONS**

#### *Social Implications*

Staff continue to work to balance ice allocation to public sessions, programming, and youth and adult user groups to ensure opportunities for skating and socialization opportunities for a range of community members. While the current ice surfaces have been modernized and meet the needs of the community, the social and supplementary spaces have not been updated and do not meet current accessible and inclusion criteria. This may limit participation in arena activities and limits the type of arena activities that can be offered.

*Service Delivery Implications*

Staffing challenges have had some minor impacts on service delivery, with a reduction in skate lesson offerings and reduced capacity for Teen Skate. Changes in recreation, such as inclusion standards, desire for social spaces, and increasing female participation in hockey, present challenges around equitable facility use.

**CONCLUSION**

The arenas at Panorama Recreation Centre are well used by the community; however, the facility amenities limit the inclusivity of arena access.

**RECOMMENDATION**

That the Peninsula Recreation Commission receive this report for information.

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