



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

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Thursday April 27, 2023

6:00 PM

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

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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 March 23, 2023

### 3.1 Minutes of the March 23, 2023 Peninsula Recreation Commission meeting

**Recommendation:** That the minutes of the Peninsula Recreation Commission meeting of March 23, 2023 be adopted as circulated.

**Attachments:** Minutes – March 23, 2023

4. Chair's Remarks
5. Presentations/Delegations
6. Commission Business

### 6.1 Financial Statement of Operations – First Quarter of 2023

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

**Attachments:** Staff Report: Financial Statement of Operations – First Quarter of 2023

### 6.2 Centennial Park Multi-Sport Box Wood Construction Design Option

**Recommendation:** The Peninsula Recreation Commission recommends that staff evaluate the options for wood construction of the Centennial Park Multi-Sport Box.

**Attachments:** Staff Report: Centennial Park Multi-Sport Box Wood Construction Design Option

### 6.3 Fitness, Weights and Rehabilitation Update

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

**Attachments:** Staff Report: Fitness, Weights and Rehabilitation Update

#### **6.4 Capital Projects**

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

**Attachments:** Staff Report: Capital Projects

#### **7. New Business**

#### **8. Adjournment**

The next meeting is May 24, 2023

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*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, March 23, 2023, in the Panorama Boardroom  
1885 Forest Park Drive, North Saanich BC**

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**Present**

**Commissioners:** R. Imrie (Chair), K. Frost, S. Garnett, C. McNeil-Smith, P. Murray,  
R. Windsor

**Staff:** L. Brewster, Senior Manager; A. Sharp, Manager, Administrative Services;  
K. Beck, Manager, Program Services; D. Toso (Recorder)

**District of Central**

**Saanich Staff:** C. Culham, Chief Administrative Officer

**Regrets**

**Commissioners:** P. DiBattista; P. Jones; N. Paltiel (Vice-Chair)

**Staff:** M. Curtis, Manager, Facilities & Operations

The meeting was called to order at 6:00 pm

**1. Territorial Acknowledgement**

Commissioner Garnett provided a territorial acknowledgement.

**2. Approval of Agenda**

**MOVED** by Commissioner Murray, **SECONDED** by Commissioner Frost,  
That the agenda be approved as circulated.

**CARRIED**

**3. Adoption of Minutes of February 23, 2023**

**MOVED** by Commissioner Murray, **SECONDED** by Commissioner Garnett,  
That the minutes of the February 23, 2023 meeting be adopted as circulated.

**CARRIED**

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

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

**6. Commission Business**

**6.1 Panorama Recreation Services 2023-2024 Fees and Charges**

**Peninsula Recreation Commission Minutes  
March 23, 2023**

K. Beck presented the report. Discussion ensued regarding:

- Recovery to 2019 attendance not expected in 2023, January and February are at 85%.
- Making the rationale behind the family pass clear in the fees and charges spreadsheet for the benefit of the public.
- Rationale behind youth and continuous pass pricing.

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Windsor,  
The Peninsula Recreation Commission recommends to the Capital Regional District Board

That the proposed fees and charges be approved for inclusion in the 2023-2024  
Fees and Charges Bylaw for Panorama Recreation Services.

**CARRIED**

**6.2 Motion with Notice**

Commissioner Windsor read the resolution portion of the motion. Discussion ensued regarding:

- Streamlining processes that are taking place at the three municipalities merits consideration.
- The concept could be realized in phases.
- Changing “for endorsement” to “for information” at the end of the resolution since the municipalities have mayors and council representatives on the commission.

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner Murray,  
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 it's 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.

**CARRIED**

**7. Correspondence**

**7.1 Correspondence from the District of Central Saanich re: funding request from the Peninsula Soccer Association**

There is no recommendation. The correspondence is for information only.

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

**Peninsula Recreation Commission Minutes  
March 23, 2023**

**9. Adjournment**

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Garnett,  
That the meeting be adjourned at 6:48 pm.

**CARRIED**

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CHAIR

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RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY April 27, 2023**

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**SUBJECT     FINANCIAL STATEMENT OF OPERATIONS – FIRST QUARTER OF 2023**

**ISSUE SUMMARY**

To provide financial information to the Commission for the first quarter of 2023.

**BACKGROUND**

The first quarter financial results are now available for the period ended March 31, 2023. The statement of operating revenue and expenses for the three months ended March 31, 2023 is attached as Appendix A.

During the first quarter of 2023 revenues continue to recover to pre-pandemic levels. Most areas are outperforming or meeting budget expectations. Youth community recreation and aquatics are slightly under budget expectations. Revenue reductions are largely offset by reduction in cost related to the supply of programs and activities and the close monitoring of discretionary expenditures.

After three months of operations, actual results should be at 25% of budget utilization.

- Overall revenue is on target at 27% of budget utilization.
- Program revenue is slightly below budget at 21% budget utilization. Aquatic youth and adult lessons are not meeting budget expectations; youth community recreation program revenue is not meeting budget expectations which is offset in part with increased funding received for licensed care; weights, fitness and rehab programs continue to have increased participation and is exceeding budget expectations; arena, adult community recreation and racquet sports adult programs are exceeding budget expectations.
- Rental revenue was over budget expectation at 36% budget utilization. Court rentals are well over budget expectations with revenue greater than the same period in prior years. Aquatic rentals are near budget expectation at 22% of budget utilization.
- Overall direct costs are slightly below budget expectations at 21% budget utilization.
- Overall indirect costs are slightly below budget expectations at 23% budget utilization.
- All expenses are closely monitored and continue to remain within forecasted values.

**CONCLUSION**

Overall performance is on target with budget expectations and operations continue to recover to pre pandemic level. Arena, adult community recreation, fitness, weights, rehab and racquet sports will likely outperform budget expectations and balance out areas below budget expectation.

**RECOMMENDATION**

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

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

**ATTACHMENT:**

Appendix A – Panorama Recreation – Statement of Operations (3 Month ended March 31, 2023)

PANORAMA RECREATION - STATEMENT OF OPERATIONS 3 MONTH ENDED March 31, 2023

	% of Budget Utilized	2023	2023	2022	Actual difference		2023
		BUDGET	Year to date	Year to date	in Dollars	by %	ESTIMATED
<b>DIRECT OPERATING REVENUES</b>							
Admissions & pass sales	29%	1,241,268	365,851	247,749	118,102	48%	1,241,268
Partnerships (Employee Wellness included until Mar 2020)	49%	1,530	750	-	750	#DIV/0!	2,500
Programs	21%	2,134,704	453,773	419,434	34,339	8%	2,061,934
Rentals	36%	947,063	342,583	340,046	2,536	1%	947,063
Sponsorships, grants & donations	31%	227,556	71,609	62,962	8,647	14%	288,465
Other (fees, commissions)	35%	120,088	41,699	22,274	19,426	87%	113,042
<b>TOTAL DIRECT OPERATING REVENUES</b>	<b>27%</b>	<b>4,672,209</b>	<b>1,276,265</b>	<b>1,092,464</b>	<b>183,800</b>	<b>17%</b>	<b>4,654,272</b>
<b>DIRECT OPERATING EXPENSES</b>							
Instructional Services	28%	342,649	94,469	58,258	36,211	62%	342,649
Operating supplies	19%	124,189	23,483	24,916	(1,433)	-6%	124,189
Repairs & Maintenance (pool, arena, racquet)	18%	225,704	39,609	24,966	14,643	59%	225,704
Travel & vehicle costs	66%	4,330	2,868	7,098	(4,231)	-60%	4,330
Wages & Benefits	21%	2,854,697	590,745	530,921	59,823	11%	2,854,697
Other (Staff training, licences, fees, dues, memberships)	9%	35,717	3,392	1,889	1,503	80%	35,717
<b>TOTAL DIRECT OPERATING EXPENSES</b>	<b>21%</b>	<b>3,587,286</b>	<b>754,566</b>	<b>648,050</b>	<b>106,516</b>	<b>16%</b>	<b>3,587,286</b>
<b>CONTRIBUTION DIRECT OPERATIONS</b>	<b>48%</b>	<b>1,084,923</b>	<b>521,699</b>	<b>444,414</b>	<b>77,284</b>	<b>17%</b>	<b>1,066,986</b>
<b>INDIRECT EXPENSES- ADMIN., MAINTENANCE</b>							
Advertising	13%	30,600	4,086	3,572	514	14%	30,600
Capital	#DIV/0!	-	-	-	-	#DIV/0!	-
Contract for services & legal	13%	50,722	6,815	21,372	(14,558)	-68%	50,722
CRD charges (IT, HR, payroll, finance)	25%	596,045	149,063	117,048	32,014	27%	596,045
Insurance	0%	67,160	-	-	-	#DIV/0!	67,160
Leasehold Improvements	0%	40,000	-	-	-	#DIV/0!	40,000
Licences, fees & dues	20%	120,587	24,189	20,561	3,628	18%	120,587
Rentals - Facilities and Equipment (CSCC & NSMS)	30%	81,221	24,388	16,061	8,327	52%	81,221
Repairs & Maint. (general)	15%	97,727	15,024	12,603	2,421	19%	97,727
Supplies	41%	203,449	83,564	56,163	27,400	49%	204,469
Travel & vehicle costs	35%	28,156	9,948	1,757	8,192	466%	28,156
Utilities (hydro, sewer, water & phone)	31%	671,122	208,514	164,130	44,385	27%	671,122
Wages & Benefits	22%	3,019,775	662,393	618,621	43,772	7%	3,019,775
Other (meetings, printing costs, admin. staff training)	16%	44,010	6,925	10,576	(3,651)	-35%	44,010
Contingency	0%	50,000	-	-	-	-	50,000
<b>TOTAL INDIRECT EXPENSES</b>	<b>23%</b>	<b>5,100,574</b>	<b>1,194,909</b>	<b>1,042,465</b>	<b>152,443</b>	<b>15%</b>	<b>5,101,594</b>
<b>INDIRECT REVENUES</b>							
Payments in lieu of taxes & Recovery	100%	186,936	186,935	175,170	11,765	7%	186,936
Interest income	2%	14,563	328	-	328	#DIV/0!	14,563
<b>TOTAL INDIRECT REVENUES</b>	<b>93%</b>	<b>201,499</b>	<b>187,263</b>	<b>175,170</b>	<b>12,093</b>	<b>7%</b>	<b>201,499</b>
<b>NET CONTRIBUTIONS (DEFICIT)</b>	<b>13%</b>	<b>(3,814,152)</b>	<b>(485,948)</b>	<b>(422,881)</b>	<b>(63,066)</b>	<b>15%</b>	<b>(3,833,109)</b>
<b>TRANSFERS &amp; DEBT</b>							
Equipment Replacement Fund	25%	396,000	99,000	99,000	-	0%	396,000
Transfers to General Capital Fund	#DIV/0!	-	-	-	-	#DIV/0!	-
Transfer to Capital Reserve fund	0%	411,204	-	-	-	#DIV/0!	411,204
Transfer to Internal Reserve	0%	8,120	-	-	-	#DIV/0!	8,120
Debt-interest payments	0%	227,699	-	1,411	(1,411)	-100%	227,699
Debt-Principal payments	0%	507,439	-	-	-	#DIV/0!	507,439
MFA Debt Reserve interest		(679)	-	-	-		(679)
<b>TOTAL TRANSFERS &amp; DEBT</b>	<b>6%</b>	<b>1,549,783</b>	<b>99,000</b>	<b>100,411</b>	<b>(1,411)</b>	<b>-1%</b>	<b>1,549,783</b>
<b>NET BEFORE REQUISITION &amp; PRIOR YEAR SURPLUS</b>	<b>11%</b>	<b>(5,363,935)</b>	<b>(584,948)</b>	<b>(523,292)</b>	<b>(61,655)</b>	<b>12%</b>	<b>(5,382,892)</b>
Requisition	0%	5,260,398	-	-	-	#DIV/0!	5,260,398
Prior year's surplus		103,538	-	-	-		103,538
<b>NET OPERATIONS</b>		<b>1</b>	<b>(584,948)</b>	<b>(523,292)</b>	<b>(61,655)</b>	<b>12%</b>	<b>(18,956)</b>



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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, APRIL 27, 2023

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**SUBJECT**     Centennial Park Multi-Sport Box Wood Construction Design Option

### **ISSUE SUMMARY**

Option to use wood as a more sustainable and environmentally friendly choice for the construction of the Centennial Park Multi-Sport Box.

### **BACKGROUND**

In 2009 the Province of British Columbia passed the Wood First Act (the Act). The purpose of the Act is to facilitate a culture of wood by requiring the use of wood as the primary building material in all new provincially funded buildings, in a manner consistent with the building regulations within the meaning of the Building Act.

The Act supports the increased use of wood products and systems in building design and construction. Using wood, a renewable material, sourced from B.C.'s sustainably managed forests meets this demand and, by storing carbon, helps slow climate change.

In February 2023, the Peninsula Recreation Commission approved the construction of a covered multi-sport box in Centennial Park to be built and operated by Panorama Recreation through the Capital Regional District (CRD).

In April 2023, the CRD approved a corporate green building policy. The CRD is committed to sustainability and climate action and strives to reduce the environmental impacts of its operations. This policy enables the CRD to demonstrate regional sustainability leadership and further align its actions with the CRD Board's declaration of a climate emergency.

While planning the design and procurement stages of the approved project, staff identified the potential for a more environmentally friendly option for the construction of the multi-sport box using a wood structure in place of steel. A modest investment is required to evaluate whether this is a viable option.

### **ALTERNATIVES**

#### *Alternative 1*

The Peninsula Recreation Commission recommends that staff evaluate the options for wood construction of the Centennial Park Multi-Sport Box.

#### *Alternative 2*

The Peninsula Recreation Commission recommends that staff continue with design of a steel structure for the construction of the Centennial Park Multi-Sport Box.

**IMPLICATIONS**

*Environmental & Climate Implications*

Wood construction is more sustainable than prefabricated steel. Timber carries stored carbon and has a significantly reduced environmental impact when compared to steel.

*Social Implications*

This structure will be located amongst the tree line in the park and near the pre-existing wood clad field house. A wood framed structure may be more aesthetically pleasing in the natural setting of the park.

*Financial Implications*

The cost for preliminary design of a wood structure, including structural engineering and a class 'D' cost estimate, is \$24,900. If deemed appropriate for the design and construction of this project these costs would be within the planned design and engineering budget.

*Alignment with Board & Corporate Priorities*

This recommendation aligns with the CRD Corporate Green Building Policy.

**CONCLUSION**

Panorama Recreation and the CRD are committed to sustainability and climate action and strive to reduce the environmental impacts of their operations. Staff identified an opportunity to explore a more environmentally friendly option for the construction of the Centennial Park Multi-Sport Box.

**RECOMMENDATION**

The Peninsula Recreation Commission recommends that staff evaluate the option for wood construction of the Centennial Park Multi-Sport Box.

Submitted by:	Matt Curtis, Manager, Facilities & Operations, Panorama Recreation
Concurrence:	Lorraine Brewster, M.A., Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, APRIL 27, 2023**

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**SUBJECT**     **Fitness, Weights and Rehabilitation Update**

**ISSUE**

To inform the commission of operations in the fitness, weights and rehabilitation department.

**BACKGROUND**

Fitness, weights and rehabilitation programs continue to have strong participation.

Fitness

Panorama Recreation offers 29 drop-in fitness classes at Panorama Recreation Centre and 13 classes at Greenglade Community Center. Classes include yoga, spin, TRX and HIIT classes. All 42 classes are accessible with a drop-in admission or swipe of an active pass, and represent the largest number of weekly offerings of any recreation centre in Greater Victoria. In addition, there are drop-in options for specialty programs including Essentrics, Pilates, Zumba, Tai Chi and Jazzercise. Over 40 registered fitness class options are offered each season at facilities in Central Saanich, North Saanich and Sidney.

Weight Room

Weight rooms at both Panorama Recreation Centre and Greenglade Community Centre are equipped with a variety of cardiovascular and strength equipment. At peak times in the Panorama weight room, there is an average of over 40 visitors per hour for a total of over 120 patrons in a three hour window.

Rehabilitation

Rehabilitation services have increased steadily since the COVID-19 pandemic, which impacted this program area more than many sectors. Seniors Balance and Osetofit classes are consistently full, and additional classes are being added to meet demand. Rental revenue from Tall Tree Integrated Health is steady and they recently signed on to continue operating out of the Panorama weight room with plans to resume offering health and wellness workshops. The Greenglade weight room has been highlighted for a redesign to provide additional rehabilitation services because of its accessibility and location.

**IMPLICATIONS**

*Financial Implications*

Continued recovery from the COVID-19 pandemic in the area of fitness, weights and rehabilitation supports a return to near pre-pandemic net contributions over the course of 2023. Staff are working to improve use of underutilized spaces with the aim to exceed pre-pandemic financial levels.

**CONCLUSION**

Fitness, weights and rehabilitation services are in high demand from the community and continue to recover from the impacts of the COVID-19 Pandemic.

**RECOMMENDATION**

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

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



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, APRIL 27, 2023**

**SUBJECT**    **Capital Projects**

**ISSUE SUMMARY**

To provide information on the progress of capital projects.

**Arena Dehumidification Replacement**

Work is underway on design of the new dehumidification system for Arenas A and B. The design will incorporate the future integration of energy recovery to the unit as well as electric resistance for back up redundancy. Once design is complete staff will proceed with the procurement process for the supply and installation. Completion date will be dictated by equipment lead times.

**Greenglade Playground Project**

The Greenglade Playground project is currently out for bid to three local playground installation companies. Quotes are due by May 5, 2023.

**Electric Vehicle Charging Stations**

Panorama was part of a successful group grant application through Zero Emission Vehicle Infrastructure Program (ZEVIP). This grant covers up to 50% of the total cost of purchase and installation (not including electrical engineering). Two dual head charging stations will be installed in the 4 parking spots nearest the arena entrance. Completion is expected by fall of 2023.

**CONCLUSION**

The above is a progress report on approved capital projects.

**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