



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, September 26, 2024, 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, C. McNeil-Smith, R. Windsor

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

Regrets: Commissioner Jones; Commissioner Murray

The meeting was called to order at 5:03 pm.

1. Territorial Acknowledgement

Commissioner Windsor provided a territorial acknowledgement.

2. Approval of Agenda

The Chair added New Business: Supply of Roof Materials at the Central Saanich Centennial Park Sport Box.

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

CARRIED

3. Adoption of Minutes of June 27, 2024

The minutes will be amended to include Mayor Jones under regrets.

MOVED by Commissioner Frost, **SECONDED** by Commissioner Garnett,
That the minutes of the June 27, 2024 meeting be adopted as amended.

CARRIED

- 4. Chair's Remarks:** The chair expressed appreciation to the commission members for reviewing the budget ahead of time and sending questions to staff.
Chair Paltiel met with Rich, the new Panthers owner, and his partner Annie to discuss the team, their experience in Trail and vision. It was a productive start to what we hope will be an enduring relationship.

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

6. Commission Business

6.1 Staffing Updates - Verbal

Peninsula Recreation Commission Minutes
September 26, 2024

L. Brewster updated the commission with her retirement date, October 31, and shared that she started at Panorama in 1978 and has come full circle. It has been an absolute pleasure working in the field and with such a great community. Thank you very much, as a commission, for always being so supportive of staff and the service.

K. Beck introduced Scott Davis, new manager of administrative services. Staff are grateful to have had Val Leigh-Dorin step in and assist with budget preparation and to now have Scott onboard. Other departures: Martine King, arena coordinator, has moved on and with that vacancy being filled internally, a domino of staffing changes was kicked off at a very busy time of year; however, the vacancies create an opportunity to review each role and how they will best serve Panorama into the future.

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

6.2 Service Planning & Budget 2025

L. Brewster provided an overview of Service Planning:

- Drivers of the budget process include strategic plan initiatives, such as the arena equity and accessibility improvements, Centennial Park sport box and the recreation facility needs assessment study as well as community demand and market conditions.

K. Beck and S. Davis provided an overview of the 2024 financial statement of operations to August and the 2025 budget:

M. Medland entered the meeting at 5:19 pm.

- Revenues are at or exceeding budget so far for 2024, operating expenses have increased. Many revenue drivers also have an associated direct staffing cost. The projected surplus is \$35,000.
- Staff have worked extremely hard to maintain our core at 1.44% and are monitoring monthly expenditures and revenues very carefully.
- Because 2025 will be the first year of operations for the Sport Box, conservancy has been built in to the 2.55% increase to requisition associated with the management of the existing park facilities in January and the new facility in late Q1/early Q2. Figures are in line with original project plan.
- Rationale for new RPT positions.
- Salaries, human resources and overhead increases are typical without the added cost of bringing on a new service.

Discussion ensued regarding:

- Some one-on-one services may see increases above the standard level to keep up with wage costs.
- Insurance costs.
- Energy recover project has a payback of about 10 years.
- One-time expenditures.
- Correcting transfer to reserve in 2027.

Peninsula Recreation Commission Minutes September 26, 2024

- Mitigation efforts.

M. Medland spoke to how requisition is calculated.

Discussion ensued regarding:

- No significant carry over of capital costs; staff are comfortable with the resources available for project work.
- Arena detailed design added to 2025 to allow for strong grant applications.
- Onboarding new services may require further discussion by the commission of the 50/50 user pay/requisition ratio.
- The importance of highlighting the percentage of requisition that is related to the new Sport Box in Centennial Park.
- The commission thanked staff for their efforts and acknowledge that the onboarding of a significant new asset is not possible without increase to requisition. It was noted that the increase can be comfortably explained to taxpayers, given that without the new service, requisition is within the normal 3 to 5% range.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,
The Peninsula Recreation Commission recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendix A, Operating & Capital Budget 2025-2029 – Panorama Recreation, be
approved as presented and form the basis of the Provisional 2025-2029 Financial Plan.

CARRIED

6.3 Revised Code of Conduct Policy

K. Beck spoke to regional discussions on code of conduct issues and proposed deferring discussion of item 6.3.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,
That item 6.3 be deferred to a future meeting.

CARRIED

6.4 Summer Programs and Events 2024

K. Beck provided an overview of the report.

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

6.5 Sub-regional Recreation Facility Needs – Verbal Report

L. Brewster spoke to Item 6.5.

- Phase 1 data collection expanded to include financial analysis pushing the public engagement into the end of October/early November.

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

7. New Business:

Supply of Roof Materials at the Central Saanich Centennial Park Sport Box

There was some social media chatter and a media inquiry to Central Saanich regarding misinformation about the status of the roof that was delivered. L. Gregg provided the following clarification:

- Engineers used the Town of Sidney's snow load specification based on the Canadian Building Code, not realizing Central Saanich had a different specification. Harold Engineering and JDG will review and report on necessary reinforcements, if any.
- The roof structure is not being returned.
- Harold Engineering has agreed to cover any costs associated with the reengineering.

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

8. Adjournment

MOVED by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be adjourned at 7:25 pm.

CARRIED

CHAIR

RECORDER