



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, November 27, 2025

6:00 PM

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

N. Paltiel (Chair), P. DiBattista (Vice-Chair), K. Frost, S. Garnett, P. Jones, V. Kreiser, C. McNeil-Smith,
P. Murray, R. Windsor

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1 Minutes of the October 23, 2025 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of
October 23, 2025, be adopted as circulated.

Attachment: [Minutes](#) – October 23, 2025

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Financial Statement of Operations – Third Quarter of 2025

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

Attachment: [Staff Report: Financial Statement of Operations – Third Quarter of 2025](#)

6.2 Maintenance Projects Update – Verbal

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

6.3 Life Program Update – Verbal

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

7. New Business

8. Adjournment

The next meeting is January 22, 2025.

To ensure quorum, please advise Denise Toso at dtoso@panoramarec.bc.ca if you or your alternate cannot attend.



DRAFT Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, October 23, 2025, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC

PRESENT

COMMISSIONERS: N. Paltiel (Chair), P. DiBattista (Vice-Chair), K. Frost, S. Garnett, P. Murray, R. Windsor, V. Kreiser (EP), C. Rintoul (EP) (for C. McNeil-Smith)

STAFF: S. Meikle, Senior Manager; K. Beck, Manager, Program Services; M. Medland, Senior Financial Advisor; L. Gregg, Manager of Facilities and Operations; S. Davis, Manager of Administrative Services; A. Bowker, Administrative Secretary (Recorder)

EP - Electronic Participation

Regrets: Commissioner Jones, Commissioner McNeil-Smith

The meeting was called to order at 6:00 pm.

1. Territorial Acknowledgement

Commissioner Windsor provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Frost, **SECONDED** by Commissioner Murray,
That the agenda be approved with an additional item pertaining to the Recreation Commission,
as brought forward by Commissioner Garnett, to be included under New Business.
CARRIED

3. Adoption of Minutes of October 2, 2025

MOVED by Commissioner DiBattista, **SECONDED** by Commissioner Garnett,
That the minutes of the October 2, 2025 meeting be adopted.
CARRIED

4. Chair's Remarks

A casual update for the owners of the Peninsula Panthers is scheduled for tomorrow afternoon to inform them of progress on the arena concept development and next steps. Information on how this goes will be provided at the next meeting.

5. Presentations/Delegations: There were none.

6. Commission Business

6.1 2026-2030 Financial Plan Amendments

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S. Meikle spoke to Item 6.1.

Discussion ensued:

- Presuming \$1 million is the maximum for the design and pre-construction work. If the partnership does go forward, sharing the same building could reduce costs.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Murray,
That the Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. That Appendix A, the Operating & Capital Budget 2026-2030 – Panorama Recreation as amended be approved; and
2. That Projects 28-02 and 26-14 as per Table 1 in this report be included in the 2026-2030 Budget Early Approvals List

Further discussion ensued:

- DCS Recreation facility agreement should include comments about shared spaces, e.g., mechanical spaces, etc. and shared services.
- Have not yet applied for grants for the potential upcoming projects.
- A second option for the delivery recreation services in Central Saanich was not presented for comparison purposes; however, other options have been considered in the past.
- The Central Saanich survey had good participation; however, a stronger show of support from Central Saanich residents is preferred for an expenditure of \$1 million for the design.
- Design and pre-construction work costs in 2026 are not considered likely to be as high as \$1 million to get to approval question. Understanding with staff that cost is going to be kept to a minimum. Money needs to be spent to do some work in order to put the information out there as accurately as possible and capital reserve is an appropriate place for it to be funded from.
- Agreement negotiations and the next phase of design are happening concurrently. Staff are seeking clarity and a better class of estimate prior to going to discuss electoral approval processes and will be back in front of Commission with a better understanding of cost estimates.
- It is within the purview of the Commission to request a change to the amount allocated to 2026 spending for the design and pre-construction work, if desired.

Voting was held on the motion already on the table.

Opposed: Commissioner Garnett

CARRIED

6.3 New Business

Item pertaining to the Commission brought forward by Commissioner Garnett.

Concern raised by article in Times Colonist (TC) newspaper where the Chair was quoted as saying the electoral approval for the recreation component of the redevelopment site would likely go to municipal consent, rather than referendum. There has been no formal discussion on this, and the comments could be perceived by public that we have discussed and are leaning a certain way. Question raised - was the article accurate, and if so, what was the rationale for the statement?

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Chair replied that he had a 30-minute discussion with TC, and they asked him to indicate what he thought was the most likely outcome. His reply was based on historical borrowing by the Commission through the CRD, which has been through municipal consent. It was not a mandate to the Board. Public perception does not limit the Commission's or Board's ability to recommend a consent, AAP or referendum.

7. Adjournment

MOVED by Commissioner Windsor, **SECONDED** by Commissioner DiBattista,
That the meeting be adjourned at 6:50 pm.

CARRIED

CHAIR

RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY NOVEMBER 27, 2025**

SUBJECT **Financial Statement of Operations – Third Quarter of 2025**

ISSUE SUMMARY

To provide financial information to the Commission for the third quarter of 2025.

BACKGROUND

The third quarter financial results are now available for the period ended September 30, 2025. The statement of operating revenue and expenses for the nine months ended September 30, 2025 is attached as Appendix A.

After nine months of operations, actual results should be approximately 75% of budget utilization.

- Overall, direct operating revenue is up 13% from the same time in 2024 and is at 76% of the budgeted total for the year.
- Program revenue is exceeding budget expectations at 82% of expected revenue for the year. These programs generally have a higher ratio of offsetting expenditures than memberships and passes.
- Rental revenue is at 66% of the annual budgeted amount but is expected to increase to projected totals in Q4 due to an uptick from seasonal arena rental revenue.
- Direct costs are slightly above budget expectations at 76% of budget utilization. Wages associated with program delivery are the primary cause of the year-over-year increase.
- Indirect costs are slightly below budget expectations at 71% budget utilization. Legal services are recorded in this category and are approximately \$110,000 over the budgeted amount.
- A provision for retro-pay related to a new collective agreement has been included in the overall forecast for salaries and wages.
- The user-pay ratio is currently 48.6%, inclusive of debt servicing and reserve transfers.

CONCLUSION

All revenues and expenditures continue to be closely monitored, and Panorama Recreation is currently projecting an operating surplus of approximately \$88,000. Planned transfers to reserves remain on track.

RECOMMENDATION

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

Submitted by:	Scott Davis, Manager, Administrative Services, Panorama Recreation
Concurrence:	Steve Meikle, MA, Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, Deputy Chief Financial Officer and Senior Manager, Finance and Technology

ATTACHMENT:

Appendix A – Panorama Recreation – Statement of Operations (9 Months ended September 30, 2025)

PANORAMA RECREATION - STATEMENT OF OPERATIONS FOR 9 MONTHS ENDED SEPTEMBER 30, 2025

	% of Budget Used	BUDGET 2025	ESTIMATED 2025	Year to Date 2025	Year to Date 2024	Actual difference 2024 to 2025 \$	%	
DIRECT OPERATING REVENUES								
Admissions	72%	421,695	443,500	305,379	314,533	(9,154)		1
Membership Passes	81%	1,100,524	1,199,800	895,275	813,572	81,702		2
Partnerships & sponsorships	9%	3,250	630	277	2,050	(1,773)		3
Programs	82%	2,185,640	2,382,644	1,792,725	1,524,611	268,114		4
Rentals	66%	1,103,568	1,112,232	723,692	652,400	71,292		5
Grants & donations	67%	365,915	345,717	244,892	187,043	57,849		6
Other (fees, commissions, retail sale)	63%	141,586	134,640	89,364	100,836	(11,472)		7
TOTAL DIRECT OPERATING REVENUES	76%	5,322,178	5,619,163	4,051,605	3,595,047	456,558	13%	
DIRECT OPERATING EXPENSES								
Instructional Services	73%	492,701	493,322	361,186	334,153	27,033		8
Operating supplies	67%	160,435	161,072	107,720	110,726	(3,006)		9
Repairs & Maintenance (pool, arena, racquet)	72%	268,205	262,526	192,184	147,876	44,308		10
Travel & Vehicle costs	44%	21,175	16,463	9,226	4,039	5,187		11
Wages & Benefits	77%	3,095,220	3,325,960	2,388,821	2,212,155	176,666		12
Other (Staff training, licences, fees, dues, memberships)	59%	62,925	66,990	37,371	31,296	6,075		13
TOTAL DIRECT OPERATING EXPENSES	76%	4,100,661	4,326,333	3,096,508	2,840,246	256,262	9%	
CONTRIBUTION DIRECT OPERATIONS	78%	1,221,517	1,292,830	955,098	754,801	200,296	27%	
INDIRECT EXPENSES- ADMIN., MAINTENANCE								
Advertising	27%	32,220	32,220	8,594	11,297	(2,703)		14
Contract for services & legal	193%	106,770	229,480	205,752	39,005	166,747		15
CRD charges (IT, HR, payroll, finance)	75%	715,029	715,029	536,272	492,709	43,563		16
Insurance	100%	100,950	100,950	100,950	68,400	32,550		17
Leasehold Improvements (Greenglade)	0%	40,000	40,000	-	-	-		18
Licences, fees & dues	85%	156,236	172,028	133,177	135,353	(2,176)		19
Rentals - Facilities and Equipment	59%	105,100	128,200	62,204	44,894	17,311		20
Repairs & Maint. (general)	64%	165,650	164,853	106,181	79,304	26,877		21
Supplies	92%	268,216	352,964	248,042	198,817	49,225		22
Travel & Vehicle costs	101%	41,387	56,587	41,622	25,826	15,796		23
Utilities (hydro, sewer, water & phone)	58%	727,300	708,650	422,481	451,658	(29,177)		24
Wages & Benefits	68%	3,361,585	3,338,192	2,288,089	2,179,878	108,211		25
Other (meetings, printing costs, admin. staff training)	49%	57,667	55,111	28,269	24,994	3,275		26
TOTAL INDIRECT EXPENSES	71%	5,878,110	6,094,264	4,181,633	3,752,135	429,498	11%	
INDIRECT REVENUES								
Payments in lieu of taxes & Recovery	100%	169,950	169,950	169,950	176,054	(6,104)		27
Interest income	0%	25,380	25,380	-	8,010	(8,010)		28
Prior year carry forward - Community Needs Assess.	100%	52,000	52,000	52,000	-	52,000		29
Transfer from Operating Reserves (pool shutdown)	0%	41,517	41,517	-	-	-		30
TOTAL INDIRECT REVENUES	77%	288,847	288,847	221,950	184,064	37,886	21%	
NET CONTRIBUTIONS (DEFICIT)	69%	(4,367,746)	(4,512,587)	(3,004,586)	(2,813,270)	(191,316)	7%	
TRANSFERS & DEBT								
Equipment Replacement Fund	75%	414,000	414,000	310,500	302,940	7,560		31
Transfer to Capital Reserve fund	100%	688,000	688,000	688,000	-	688,000		32
Debt-Interest payments	25%	370,150	137,240	92,002	64,070	27,931		33
Debt-Principal payments	100%	58,068	58,068	58,068	167,838	(109,771)		34
TOTAL TRANSFERS & DEBT	75%	1,530,218	1,297,308	1,148,570	534,849	613,721	115%	
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	70%	(5,897,964)	(5,809,895)	(4,153,155)	(3,348,119)	(805,037)	24%	
Requisition	100%	5,897,964	5,897,964	5,897,964	5,499,173	398,791	7%	
NET OPERATIONS - Surplus / (Deficit)		0	88,069	1,744,809	2,151,054	(406,246)	-19%	