



**PENINSULA RECREATION COMMISSION**  
**Thursday, November 24, 2016 at 7:00pm**  
**Boardroom, 1885 Forest Park Drive, North Saanich, BC**

**AGENDA**

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1. Approval of Agenda
2. [Adoption of Minutes of October 27, 2016](#)
3. Chair's Remarks
4. Presentations/Delegations
5. Commission Business
  - a) [North Saanich Middle School Neighbourhood Learning Centre Operations Report](#)
  - b) [Arena Injury Procedures Report](#)
  - c) [October 2016 Statement of Operations Report](#)
  - d) [Maintenance Projects Report](#)
  - e) Arena B Floor Replacement Open House – Verbal Report
  - f) Recreation Software Replacement Project – Verbal Report
6. New Business
7. Adjournment

Next Meeting – December 15, 2016 @ 7:00pm

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**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, October 27, 2016, in the Boardroom, 1885 Forest Park Drive,  
North Saanich, BC**

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**Present:** **Commissioners:** W. Ruffle (Chair), T. Chad (Vice Chair), T. Daly, A. Finall (7:04), H. Gartshore, C. Jensen (for R. Windsor) B. Losie  
**Staff:** L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; J. Goodwin, Manager of Facilities and Operations; V. Leigh-Dorin, Manager of Administrative Services; J. Gray, Community Recreation Coordinator, S. Asdal (recorder)  
**Absent:** S. Price, N. Paltiel

The meeting was called to order at 7:03 pm.

**1. Approval of Agenda**

**MOVED** by Commissioner Gartshore, **SECONDED** by Commissioner Losie,  
That the agenda be approved.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Commissioner Gartshore, **SECONDED** by Alternate Commissioner Jensen,  
That the minutes of the September 22, 2016 meeting be adopted.

**CARRIED**

Commissioner Finall entered the meeting at 7:04 pm.

**3. Chair's Remarks**

Chair Ruffle remarked on the following:

- The Panorama 2015 Kraft Hockeyville Local Organizing Committee passed over the trophy to the 2016 Hockeyville winners in Lumby, BC
- Melanie Alsdorf was congratulated on her appointment to the manager of program services position
- The British Columbia Parks and Recreation 2017 Symposium is April 5-7 in Kelowna. Commissioners were requested to advise at the January Commission meeting if they would like to attend the symposium.

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

5. **Commission Business**

a) **Service Plan and Budget Review Report**

L. Brewster gave a presentation providing an overview of the strategic priorities, service plan highlights, service plan update summary, budget, equipment replacement fund and the capital reserve fund.

The Commission discussed the following topics:

- Service level adjustments for pickleball; staff confirmed these will be included in agenda item 5. c) "2016 May – August Program Report"
- Discussions with Peninsula Soccer Association regarding grant funding
- Temporarily using food trucks until the feasibility of providing food services has been explored
- Staffing requirements at Greenglade Community Centre
- The rationale for the increase in the 2017 requisition request
- Equipment replacement for pool, arena and fitness equipment

**MOVED** by Vice Chair Chad, **SECONDED** by Alternate Commissioner Jensen,  
That the Peninsula Recreation Commission recommend to the Capital Regional District Board that the Peninsula Recreation 2017 service plan and budget be approved.

b) **2016 Capital Plan Amendment Report**

L. Brewster provided an overview of the report. The Commission sought clarification on the process used to determine which programs will be offered each year and the amount that participation levels need to increase by.

**MOVED** by Commissioner Finall, **SECONDED** by Commissioner Gartshore,  
That it be recommended to the Capital Regional District Board that the 2016 Peninsula Recreation Capital Plan and the CRD Financial Plan be amended to include the following project budgets: Greenglade Gym Floor to \$75,000, Greenglade Roof and Drainage to \$245,000, Indoor Tennis Floor to \$160,000 and eliminate the 2016 dehumidifier project.

**CARRIED**

c) **2016 May – August Program Report**

M. Alsdorf provided an overview of the report. The Commission discussed the possibility of the YMCA opening in the Sidney Gateway development project.

**MOVED** by Commissioner Daly, **SECONDED** by Vice Chair Chad,  
That the report be received for information.

**CARRIED**

d) **2016 Play in the Park Program Report**

J. Gray provided an overview of the report. The Commission discussed the following topics:

- The cost of the mobile skate park and the possibility of providing skateboards
- How staff decide which parks will host the program and the possibility of having it at Dominion Brook Park

Commissioner Losie left the meeting at 8:11 pm.

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

**CARRIED**

**e) Hockeyville – Verbal Report**

J. Goodwin advised that design options have been finalized for the storage units. A request for proposal has been sent to two companies with a proposal deadline set for next week. The estimated completion date is early December.

Commissioner Losie entered the meeting at 8:14 pm.

**MOVED** by Commissioner Finall, **SECONDED** by Commissioner Gartshore,  
That the report be received for information.

**CARRIED**

**f) Arena B Ice Rink Floor Replacement Project – Verbal Report**

L. Brewster advised of the following:

- The project team consisting of Melanie Alsdorf, John Goodwin, Val Leigh-Dorin, Andy Liu, and herself will meet bi-weekly
- Moore Wilson Architects Inc. will provide the conceptual design, pre-tender estimates and oversee construction inspections
- The ice season will be extended into March with the project's construction phase beginning in April and ending in September 2017
- A communications plan will be provided as the project moves forward
- Maintenance staff will be visiting two arenas that have recently completed the same project

The Commission discussed the following topics:

- A recent minor hockey game that involved an injury, the subsequent steps that were taken to tend to the player and the need for injury procedures
- Staff confirmed that each team is required to have a safety person onsite trained in injury procedures. Staff will contact the Peninsula Minor Hockey Association to confirm this is being followed and report back to the Commission.
- The displacement of dry floor programs during the project

**MOVED** by Vice Chair Chad, **SECONDED** by Commissioner Finall,  
That the report be received for information.

**g) Recreation Software Replacement Project – Verbal Report**

L. Brewster advised that the “go-live” date for the software has not yet been determined but is estimated for late November. A page will be dedicated in the upcoming brochure to inform the public of this project. The turnstiles at Panorama will be retrofitted.

**6. New Business** – There was none.

**7. Adjournment**

**MOVED** by Commissioner Finall, **SECONDED** by Commissioner Gartshore,  
That the meeting be adjourned at 8:32 pm.

**CARRIED**

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CHAIR

\_\_\_\_\_  
RECORDER



REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, NOVEMBER 24, 2016

**SUBJECT** North Saanich Middle School Neighbourhood Learning Centre Operations

**ISSUE**

To inform the Commission of the operations of North Saanich Middle School Neighbourhood Learning Centre.

**BACKGROUND**

The Neighbourhood Learning Centre (NLC) at North Saanich Middle School opened in September 2012. The NLC consists of a gymnasium, foods/textiles room, science classroom, multipurpose room and stage, along with some office/storage space. The operating agreement with School District 62 allows Panorama Recreation access to the Neighbourhood Learning Centre space Monday to Friday 5pm-10:30pm (gymnasium 6:30pm-11pm), Saturday and Sunday 8am-10:30pm (gymnasium 8am-11pm) and on non-instructional days. In exchange, Panorama Recreation pays for use of space, custodial services and utility costs in addition to providing a capital reserve fund to assist with repairs. The budget for NLC operations in 2016 is \$51,000.

Programs began in the Neighbourhood Learning Centre in September 2012 with drop-in badminton, yoga, dance and cooking classes, as well as the Saanich Peninsula youth basketball league. Operations have grown to include drop-in pickleball, summer camps and birthday parties.


Year	Program Revenue (gross)	Room Rental Revenue	Total Gross Revenue	Total Net Revenue	Hours of Room Use	Drop-in Visits
2012	\$16,683	\$ 303	\$19,986		483	
2013	\$30,248	\$ 4,653	\$34,901		882	
2014	\$37,818	\$ 8,914	\$43,732		1,068	2,312
2015	\$40,346	\$13,955	\$54,301	\$15,657	1,392	2,017

Space at the North Saanich Middle School NLC is well used by staff. Gymnasium space allocated is close to fully booked and a range of classes for different age groups is offered in the cooking and science classes.

**RECOMMENDATION**

That the Peninsula Recreation Commission receive this report for information.

  
\_\_\_\_\_  
Melanie Alsdorf  
Manager of Program Services

  
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Lorraine Brewster  
Senior Manager  
Concurrence

MA:sa



REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, NOVEMBER 24, 2016

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**SUBJECT**     **Arena Injury Procedures**

**ISSUE**

The Peninsula Recreation Commission has requested staff to review injury protocol with arena user groups.

**BACKGROUND**

At the Peninsula Recreation Commission meeting of October 27, 2016 there was discussion regarding injury protocol and current practices for arena user groups.

Current practice is that user groups are required to provide their own first aid, as per their rental contract; however, Panorama aquatic/lifeguard staff are available for support if requested. As reported by Peninsula Minor Hockey Association, for minor hockey user groups each team is required to roster a Hockey Canada Safety Person, who is trained and has taken the course. Furthermore, all team officials on the roster (coaches, safety person, team manager) must also have taken the *Concussion Awareness Training Tool* (CATT) which provides training in the recognition, treatment and management of concussions.

In discussions with Capital Regional District (CRD) Risk Management, there is no liability concern based on our current injury protocol; therefore, they do not recommend a change in current practice.

**ALTERNATIVES**

That the Peninsula Recreation Commission recommends:

1. That staff continue with current practice with ice rental contracts and user groups.
2. That the report be referred back to staff for further review.


**CONCLUSION**

Peninsula Minor Hockey Association injury protocol for concussions includes training for coaches, managers and the Hockey Canada Safety Person. The current Panorama Recreation practices regarding first aid and injuries do not present a liability concern according to CRD Risk Management.

**RECOMMENDATION**

That the Peninsula Recreation Commission recommend that staff continue with current practices with ice rental contracts with user groups.

  
\_\_\_\_\_  
Melanie Alsdorf  
Manager of Program Services

  
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Lorraine Brewster  
Senior Manager  
Concurrence

MA:sa





**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, NOVEMBER 24, 2016**

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**SUBJECT**     **October 2016 Statement of Operations**

**ISSUE**

To provide October 2016 financial information to the Peninsula Recreation Commission.

**BACKGROUND**

Net operations for the first ten months of 2016 are ahead of 2015 by 13% or \$172,490. This is a result of lower transfers to capital of \$90,665, higher requisition of \$88,790 and the net deficit in operations of just under \$7,000.

Total direct operating revenues for January to October 2016 are slightly over \$3.4M; this is an increase of 3% or almost \$100,000 over the same period in 2015. Departments that have seen an increase in program, rental and admission revenues so far this year are: arena 4% (\$24,000), aquatics 12% (\$94,000), community recreation (CR) youth 9.7% (\$36,000), CR adult 3% (\$3,000), fitness 4% (\$11,200) and weight room 2.3% (\$10,000). Tennis has a decrease of 9% or \$20,000 due to tennis facility closure for floor replacement.

The October operating financials are attached in Appendix A.

**RECOMMENDATION**

That the Peninsula Recreation Commission receive this report for information.

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Val Leigh-Dorin, CPA-CGA  
Manager of Administrative Services

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Lorraine Brewster  
Senior Manager  
Concurrence

VLD:sa

Attachments: Appendix A (October 2016 Statement of Operations)

## PANORAMA RECREATION - STATEMENT OF OPERATIONS (10 MONTHS ENDED OCTOBER 2016)

	% of Budget Utilized	2016 BUDGET	2016 Year to date	2015 BUDGET	2015 Year to date	Actual difference 2016-2015 in Dollars by %	
<b>DIRECT OPERATING REVENUES</b>							
Admissions	75%	317,300	238,975	344,900	223,850	15,125	7%
Pass sales	98%	864,560	849,186	851,700	776,192	72,995	9%
Partnerships /Employee Wellness Program	88%	320,350	281,730	291,000	305,950	(24,220)	-8%
Programs	97%	1,370,730	1,324,264	1,388,142	1,248,611	75,652	6%
Rentals	72%	828,500	596,117	806,450	618,949	(22,832)	-4%
Other (Advertising, commissions)	93%	126,280	117,706	119,550	134,526	(16,820)	-13%
<b>TOTAL DIRECT OPERATING REVENUES</b>	<b>89%</b>	<b>3,827,720</b>	<b>3,407,977</b>	<b>3,801,742</b>	<b>3,308,078</b>	<b>99,899</b>	<b>3%</b>
<b>DIRECT OPERATING EXPENSES</b>							
Instructional Services	80%	383,040	305,261	371,540	314,491	(9,230)	-3%
Operating supplies	67%	192,520	128,866	173,150	109,792	19,074	17%
Repairs & Maintenance (pool, arena, racquet)	64%	212,360	135,127	219,930	160,709	(25,582)	-16%
Travel & vehicle costs	48%	18,960	9,101	21,700	10,217	(1,116)	-11%
Wages & Benefits	83%	1,852,400	1,540,582	1,776,832	1,499,060	41,522	3%
Other (Staff training, licences, fees, dues, memberships)	48%	35,810	17,356	35,360	24,747	(7,390)	-30%
<b>TOTAL DIRECT OPERATING EXPENSES</b>	<b>79%</b>	<b>2,695,090</b>	<b>2,136,293</b>	<b>2,598,512</b>	<b>2,119,015</b>	<b>17,279</b>	<b>1%</b>
<b>CONTRIBUTION DIRECT OPERATIONS</b>	<b>112%</b>	<b>1,132,630</b>	<b>1,271,684</b>	<b>1,203,230</b>	<b>1,189,063</b>	<b>82,621</b>	<b>7%</b>
<b>INDIRECT EXPENSES- ADMIN., MAINTENANCE</b>							
Advertising	64%	105,000	67,594	103,000	65,343	2,251	3%
Capital	0%	-	-	38,000	-	0	0%
Contract for services & legal	39%	35,000	13,494	24,500	24,238	(10,744)	-44%
CRD charges (IT, HR, payroll, finance)	83%	287,975	239,981	277,200	227,681	12,300	5%
Insurance	100%	41,340	41,301	46,560	46,895	(5,593)	-12%
Leasehold Improvements	0%	40,000	-	40,000	-	0	0%
Licences, fees & dues	71%	119,900	84,696	107,440	81,583	3,113	4%
Rentals - Facilities and Equipment (CSCC & NSMS)	52%	74,500	38,944	72,800	39,965	(1,021)	-3%
Repairs & Maint. (general)	48%	124,040	59,855	102,630	84,935	(25,081)	-30%
Supplies	56%	153,770	86,329	165,950	99,895	(13,567)	-14%
Travel & vehicle costs	78%	17,100	13,291	15,100	14,889	(1,598)	-11%
Utilities (hydro, sewer, water & phone)	68%	661,010	446,775	648,770	445,598	1,177	0%
Wages & Benefits	80%	2,411,200	1,938,748	2,337,040	1,805,720	133,028	7%
Other (meetings, printing costs, admin. staff training)	52%	77,770	40,645	77,250	30,646	9,999	33%
Contingency	0%	50,000	-	50,000	-	0	0%
<b>TOTAL INDIRECT EXPENSES</b>	<b>73%</b>	<b>4,198,605</b>	<b>3,071,653</b>	<b>4,106,240</b>	<b>2,967,389</b>	<b>104,264</b>	<b>4%</b>
<b>INDIRECT REVENUES</b>							
Payments in lieu of taxes & Recovery	100%	187,492	187,492	177,383	177,383	10,110	6%
Donations & Sponsorships	93%	33,650	31,133	41,550	24,001	7,133	30%
Interest income	44%	8,000	3,488	7,200	6,052	(2,564)	-42%
<b>TOTAL INDIRECT REVENUES</b>	<b>97%</b>	<b>229,142</b>	<b>222,114</b>	<b>226,133</b>	<b>207,435</b>	<b>14,679</b>	<b>7%</b>
<b>NET CONTRIBUTIONS (DEFICIT)</b>	<b>56%</b>	<b>(2,836,833)</b>	<b>(1,577,856)</b>	<b>(2,676,877)</b>	<b>(1,570,892)</b>	<b>(6,964)</b>	<b>0%</b>
<b>TRANSFERS &amp; DEBT</b>							
Equipment Replacement Fund	83%	150,000	125,000	110,000	110,000	15,000	14%
Transfers to General Capital Fund	0%	-	-	356,000	356,000	(356,000)	-100%
Transfer to Capital Reserve fund	100%	641,202	641,202	396,373	396,373	244,829	62%
Transfer to Internal Reserve	100%	8,000	8,000	8,000	-	8,000	0%
Debt-interest payments	78%	442,905	343,929	442,900	346,423	(2,494)	-1%
Debt-Principal payments	82%	449,370	369,464	449,370	369,464	0	0%
MFA Debt Reserve interest	0%	-	-	-	-	0	0%
<b>TOTAL TRANSFERS &amp; DEBT</b>	<b>88%</b>	<b>1,691,477</b>	<b>1,487,595</b>	<b>1,762,643</b>	<b>1,578,260</b>	<b>(90,665)</b>	<b>-6%</b>
<b>NET BEFORE REQUISITION &amp; PRIOR YEAR SURPLUS</b>	<b>68%</b>	<b>(4,528,310)</b>	<b>(3,065,451)</b>	<b>(4,439,520)</b>	<b>(3,149,152)</b>	<b>83,700</b>	<b>-3%</b>
Requisition	100%	4,528,310	4,528,310	4,439,520	4,439,520	88,790	2%
Prior year's surplus		-	-	-	-	-	
<b>NET OPERATIONS</b>		<b>(0)</b>	<b>1,462,859</b>	<b>-</b>	<b>1,290,368</b>	<b>172,490</b>	<b>13%</b>



**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, NOVEMBER 24, 2016**

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**SUBJECT**     **Maintenance Projects**

**ISSUE**

To provide an update to the Peninsula Recreation Commission on maintenance projects.

**BACKGROUND**

The maintenance department is working on two capital projects, one to be completed by the end of 2016 and one that will be completed in 2017. The projects are as follows:

**Kraft Hockeyville**

Two shipping containers have been ordered to be in place for storage use by the end of the year. The storage containers were identified by the Working Committee as a priority for a portion of the Hockeyville funds. This will complete phase 1 of the planning with phase 2 to be explored and completed in 2017. The storage containers will be used by the Peninsula Minor Hockey Association and other user groups. The cost for the two storage containers with the modifications will be approximately \$24,604.

**Arena B Floor Replacement Project**

Site visits were conducted at the following arena facilities to obtain information on recent floor replacement projects:

- Cliff McNabb Arena, Nanaimo
- Beban Park, Nanaimo
- Kerry Park Recreation Centre, Mill Bay
- Westhills Arena, Victoria

Information was collected on arena board replacement systems including tempered CSA approved hockey arena glass as well as floor slabs and layout plans for player boxes and spectator seating areas.

**RECOMMENDATION**

That the Peninsula Recreation Commission receive this report for information.

Handwritten signature of John Goodwin in black ink.

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John Goodwin  
Manager of Facilities and Operations

Handwritten signature of Lorraine Brewster in black ink.

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Lorraine Brewster  
Senior Manager  
Concurrence