



PENINSULA RECREATION COMMISSION
Thursday, May 23, 2019 at 7:00pm
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Approval of Agenda
2. [Adoption of Minutes of April 10, 2019](#)..... 1-3
3. Chair's Remarks
4. Presentations/Delegations
5. Commission Business
 - a) Heat Recovery – Verbal Report
 - b) [Play in the Park Report](#).....4-5
 - c) [2019 Financial Statement of Operations Report](#)6-8
 - d) [Inclusion and Accessible Support Services Report](#)..... 11-12
 - e) British Columbia Recreation and Parks Association – Verbal Report
6. 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 Commission considers that disclosure could reasonably be expected to harm the interests of the Board.
7. New Business
8. Adjournment

Next Meeting – June 27, 2019

(This page deliberately blank)



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Wednesday, April 10, 2019, in the Boardroom, 1885 Forest Park Drive,
North Saanich, BC**

Present: **Commissioners:** W. Ruffle (Chair), H. Gartshore (Vice Chair), T. Daly, K. Frost, C. McNeil-Smith (7:04), G. Orr, N. Paltiel, C. Rintoul, R. Windsor
Staff: L. Brewster, Senior Manager; M. Alsdorf, Manager of Program Services; M. Curtis, Manager of Facilities and Operations; A. Sharp, Manager of Administrative Services; H. Nawroth, Community Recreation Coordinator – Adult; S. Asdal (recorder)

The meeting was called to order at 7:00pm.

1. Approval of Agenda

MOVED by Commissioner Paltiel, **SECONDED** by Vice Chair Gartshore,
That the agenda be approved with the addition of 6. a) Recreation Integration Victoria and
b) Bylaw Amendment.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Daly, **SECONDED** by Commissioner Rintoul,
That the minutes of the March 21, 2019 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle advised that Panorama Recreation and the District of Central Saanich will be conducting a survey in May 2019 to assess the community's recreational needs for programs and facilities.

L. Brewster noted that a needs assessment for Central Saanich was identified as a strategic priority in the Panorama Recreation 2016-2020 Strategic Plan. Once the community engagement process is complete, a report will be presented to the Commission.

4. Presentations/Delegations: There were none.

5. Commission Business

a) User Fee Ratio Report

A. Sharp provided an overview of the report.

Commissioner McNeil-Smith entered the meeting at 7:04pm.

MOVED by Commissioner Daly, **SECONDED** by Commissioner Rintoul,
That the report be received for information.

CARRIED

b) Community Recreation Adult Programs Report

H. Nawroth provided an overview of the report. The Commission discussed the following topics:

- Greenglade Community Centre Community Garden – quantity of rentable plots, rental terms and fees, length of time the garden has been in use, waitlist for plots and percentage of tenants from the Saanich Peninsula
- The feasibility of installing outdoor pickleball courts at Greenglade Community Centre

MOVED by Commissioner Daly, **SECONDED** by Commissioner Paltiel,
That the report be received for information.

CARRIED

c) Panorama Recreation Out of School Care Report

M. Alsdorf provided an overview of the report.

MOVED by Commissioner Daly, **SECONDED** by Commissioner Frost,
That the report be received for information.

CARRIED

6. New Business

a) Recreation Integration Victoria

L. Brewster reported that Panorama Recreation has provided notice to Recreation Integration Victoria (RIV) and the executive director that their contracts with Panorama Recreation to coordinate inclusive recreation services for people with disabilities will be terminated.

There is a growing need in the community for support and RIV has been unable to provide the required level of service. In addition, the contracts do not meet the Capital Regional District's procurement requirements. Going forward, Panorama Recreation staff and volunteers will be providing these services.

The Commission discussed the following topics:

- Whether additional funding will be required to meet the demand for support
- Number of years RIV has provided services to Panorama Recreation
- Response from RIV
- How the community will be notified of the change in service provider
- Available training for Panorama Recreation staff and volunteers

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Rintoul,
That the report be received for information.

CARRIED

b) Bylaw Amendment

L. Brewster advised that the Commission's motion to amend the Peninsula Recreation Commission Bylaw No. 1 1996 was forwarded to the Capital Regional District Board for consideration at today's Board meeting.

Commissioners that attended the Board meeting confirmed that the amendment was approved. L. Brewster will follow up on next steps for the bylaw.

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

CARRIED

7. Adjournment

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be adjourned at 7:35pm.

CARRIED

CHAIR

RECORDER



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 23, 2019**

SUBJECT **2019 Play in the Park Program**

ISSUE

To inform the Commission of the 2019 Play in the Park program.

BACKGROUND

The Play in the Park program will be offered from 5:30-8:30pm, Monday to Friday from July 2 to August 30. Staff will encourage family participation while facilitating interactive, intergenerational active play, face-painting, group games and supervising the inflatable obstacle course. This program has gained a strong reputation within the community and we hope that this summer we can continue to build on that success. The program schedule is as follows:

	JULY	AUGUST
Monday	Jubilee Park, North Saanich	
Tuesday	Pioneer Park, Central Saanich	
Wednesday	Rathdown Park, Sidney	
Thursday	Centennial Park, Central Saanich	
Friday	Tulista Park, Sidney	

Similar to last summer, Play in the Park will be led by one leader and three assistant leaders. The staff members have built a strong reputation within the community and will continue to build positive relationships with the families attending our event throughout the summer.

The official launch party will take place at Centennial Park on Thursday, July 4, 2019. Centennial Park has consistently been one of our most popular locations each summer with its large playground, open fields, picnic shelters and network of walking trails. We have invited all of our program sponsors to attend the launch party and have the opportunity to connect with the members of our community. Featured at this year's launch event will be a free yoga session, a guided story walk throughout Centennial Park, and a martial arts demonstration from members of Axe Capoeira. We have also invited members from our local First Nations to attend our launch night and we are currently working with them to coordinate an official welcoming.

Attendees will have the option to purchase dinner at the event through Kiwanis Club who will be providing a BBQ by donation. All proceeds from the BBQ will go towards a new playground at Greenglade Community Centre. Bell Media (CTV, Kool 107.3, CFAX 1070) agreed to sponsor the Play in the Park program and as part of this sponsorship, Kool 107.3 will be onsite at our program launch night providing the music and additional energy to the event.

In exchange for sponsorship, Panorama provided promotional opportunities as part of our Play in the Park marketing campaign. Staff were successful in securing additional sponsors and partners for the program including: Sidney by the Sea Rotary, Peninsula Co-op, Bottle Depot, Telus, and Kiwanis Club of Sidney.

This year we're excited to introduce a new park to our program rotation, Jubilee Park in North Saanich. This new park officially opened in May 2018 and features a great field space, aerial themed playground

equipment, and an excellent shaded picnic area for families to escape the sun on warm summer nights.

Other new and returning features for the Play in the Park program include:

- Adventure Playground activities
- Theme nights
- Saanich Peninsula Literacy Group – open air library station
- Free trial fitness classes
- Guided Storywalks at Centennial Park (Greater Victoria Library program)
- Monthly activity calendars

SOCIAL IMPLICATIONS

This program facilitates community members coming together to meet, interact and build a stronger community across all ages. It also encourages active, outdoor play which is imperative for the health of our youth and their families. Play in the Park is offered at no cost; therefore, reducing financial barriers for families wanting to be active and participate in the community. Inclusion of our local First Nations will also serve to build a stronger, healthier community.

ENVIRONMENTAL IMPLICATIONS

The benefit of outdoor play and unstructured play for youth is well known. As this program is offered outdoors in local parks, we hope that community members will enhance their awareness and continue to value local outdoor spaces.

ECONOMIC IMPLICATIONS

Our sponsors have allowed us to purchase some new equipment. It will provide opportunities for local initiatives and businesses, such as Peninsula Co-op, Kiwanis Club of Sidney, and Sidney by the Sea Rotary.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.



Jason Gray
Community Recreation Coordinator



Lorraine Brewster
Senior Manager
Concurrence

JG:sa



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY MAY 23, 2019**

SUBJECT **2019 First Quarter Financial Statement of Operations**

ISSUE

To provide 2019 first quarter financial information to the Commission.

BACKGROUND

The first quarter financial results are now available for the period ended March 31, 2019. The statement of operating revenue and expenses for the three months ended March 31, 2019 are shown on the attached document (Appendix A).

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

- Total operational revenues are slightly ahead of target at 28% budget utilization.
 - All revenue areas exceeded budget with the exception of Partnerships and Employee Wellness at 20% of budget; however, these results are an increase of \$6,000 or 12% over 2018 for the same period
 - Program revenue is on target at 26% budget utilization; however, is down \$17,100 or 4% from 2018. The reduced revenue can be attributed to the numerous class cancellations due to snow, road conditions and power outages in February as well as the start of the January program set was one week later in 2019 than 2018 due to the school holiday schedule.
 - Overall direct operating revenue is \$7,900 or 1% higher than 2018 results for the same period.
- Total operational expenses are slightly below target at 23% budget expectation.
 - Repairs and Maintenance is below budget expectations by 8%; however, these results are an increase of \$14,400 or 67% over 2018 for the same period.
 - Travel and vehicle costs are 9% above budget expectations although slightly lower than 2018.
 - Instructional services are below budget expectations as a result of class cancellations due to snow and power outages and programs starting later in January.
 - Wages and Benefits are on target at 24% of budget utilization.
 - Overall direct operating expenses are \$16,500 or 2% higher than 2018 results for the same period.
- Total indirect expenses are slightly below target at 20% of budget utilization.
 - Advertising is at 10% of budget utilization although \$6,400 higher than 2018. This was a result of the timing of advertising completed in January rather than December 2018.
 - Insurance and Licenses, fees and dues are under budget expectations mainly due to timing.
 - Wages and Benefits are on target at 24% of budget utilization.

- Utilities are 8% under budget utilization; however, natural gas is \$13,300 or 67% and garbage disposal is \$2,100 or an 80% increase over the same time period in 2018. We anticipate the next quarter results for utilities to exceed budget expectations due to the increased cost of natural gas. Other utilities such as hydro, water and telephone are comparable to 2018 results.
- Overall indirect expenses are \$37,165 or 4% higher than 2018 results for the same period.

- Overall performance is on target with budget expectations even though February results were negatively affected by snow and power outages. Costs to repair damage caused by snow are still to be determined and may affect results in future quarters as work is completed.

RECOMMENDATION

That the Peninsula Recreation Commission receives this report for information.



Allison Sharp, CPA, CGA
Manager of Administrative Services



Lorraine Brewster
Senior Manager
Concurrence

AS:sa

Attachment: Appendix A – Statement of Operations (3 Months Ended March 31, 2019)

APPENDIX A

PANORAMA RECREATION - STATEMENT OF OPERATIONS (3 MONTHS ENDED March 2019)

	% of Budget Utilized	2019	2019	2018	2018	Actual difference	
		BUDGET	Year to date	BUDGET	Year to date	2019-2018	by %
						in Dollars	
DIRECT OPERATING REVENUES							
Admissions	28%	334,992	94,209	330,560	94,926	(717)	-1%
Pass sales	31%	964,932	295,044	951,780	270,017	25,027	9%
Partnerships /Employee Wellness Program Programs	20%	272,000	54,120	272,000	48,111	6,009	12%
Rentals	26%	1,586,242	411,810	1,485,730	428,965	(17,155)	-4%
Other (fees, commissions)	32%	853,944	276,337	827,600	277,922	(1,585)	-1%
	29%	129,444	37,123	126,900	40,784	(3,661)	-9%
TOTAL DIRECT OPERATING REVENUES	28%	4,141,553	1,168,642	3,994,570	1,160,725	7,918	1%
DIRECT OPERATING EXPENSES							
Instructional Services	20%	345,929	70,034	334,430	78,836	(8,802)	-11%
Operating supplies	14%	214,448	29,621	201,880	32,332	(2,711)	-8%
Repairs & Maintenance (pool, arena, racquet)	16%	225,907	36,158	216,980	21,707	14,451	67%
Travel & vehicle costs	34%	17,322	5,847	17,010	6,782	(935)	-14%
Wages & Benefits	24%	2,157,591	525,804	2,039,750	512,184	13,621	3%
Other (Staff training, licences, fees, dues, memberships)	34%	36,690	12,502	36,085	11,663	839	7%
TOTAL DIRECT OPERATING EXPENSES	23%	2,997,888	679,965	2,846,135	663,503	16,462	2%
CONTRIBUTION DIRECT OPERATIONS	43%	1,143,665	488,677	1,148,435	497,221	(8,544)	-2%
INDIRECT EXPENSES- ADMIN., MAINTENANCE							
Advertising	10%	108,000	10,378	107,000	4,000	6,378	159%
Capital	#DIV/0!	-	-	3,000	-	0	#DIV/0!
Contract for services & legal	12%	65,437	7,608	64,790	4,246	3,362	79%
CRD charges (IT, HR, payroll, finance)	25%	367,622	91,905	337,780	85,344	6,561	8%
Insurance	0%	42,390	-	41,330	-	0	#DIV/0!
Leasehold Improvements	0%	40,000	-	40,000	-	0	#DIV/0!
Licences, fees & dues	16%	123,076	19,079	121,360	20,113	(1,034)	-5%
Rentals - Facilities and Equipment (CSCC & NSMS)	2%	87,557	1,550	85,140	(556)	2,106	-379%
Repairs & Maint. (general)	10%	110,216	10,634	103,330	16,570	(5,936)	-36%
Supplies	27%	158,625	43,214	155,730	34,484	8,730	25%
Travel & vehicle costs	20%	18,064	3,652	17,780	7,230	(3,578)	-49%
Utilities (hydro, sewer, water & phone)	17%	709,058	118,045	674,930	110,381	7,663	7%
Wages & Benefits	24%	2,601,355	611,519	2,541,100	600,870	10,649	2%
Other (meetings, printing costs, admin. staff training)	20%	71,693	14,497	82,770	12,234	2,263	18%
Contingency	0%	50,000	-	50,000	-	0	
TOTAL INDIRECT EXPENSES	20%	4,553,093	932,081	4,426,040	894,916	37,165	4%
INDIRECT REVENUES							
Payments in lieu of taxes & Recovery	89%	191,782	170,910	191,782	191,783	(20,873)	-11%
Donations & Sponsorships	10%	29,160	2,919	28,920	2,759	160	6%
Interest income	4%	9,160	334	9,220	-	334	#DIV/0!
TOTAL INDIRECT REVENUES	76%	230,102	174,163	229,922	194,542	(20,379)	-10%
NET CONTRIBUTIONS (DEFICIT)	8%	(3,179,325)	(269,241)	(3,047,683)	(203,152)	(66,088)	33%
TRANSFERS & DEBT							
Equipment Replacement Fund	25%	396,000	99,000	325,000	81,250	17,750	22%
Transfers to General Capital Fund	#DIV/0!	-	-	-	-	0	#DIV/0!
Transfer to Capital Reserve fund	0%	376,553	-	372,787	-	0	#DIV/0!
Transfer to Internal Reserve	0%	7,575	-	7,500	-	0	#DIV/0!
Debt-interest payments	0%	367,422	791	471,460	421	370	88%
Debt-Principal payments	0%	507,441	-	507,440	-	0	#DIV/0!
MFA Debt Reserve interest		-	-	-	-	0	
TOTAL TRANSFERS & DEBT	6%	1,654,991	99,791	1,684,187	81,671	18,120	22%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	8%	(4,834,316)	(369,032)	(4,731,870)	(284,824)	(84,208)	30%
Requisition	0%	4,834,316	-	4,731,870	-	0	#DIV/0!
Prior year's surplus		-	-	-	-	-	
NET OPERATIONS		(0)	(369,032)	-	(284,824)	(84,208)	30%



**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 23, 2019**

SUBJECT **Inclusion and Accessible Support Services**

ISSUE

To update the Commission on inclusion and accessibility initiatives.

BACKGROUND

In partnership with other municipalities, the Capital Regional District (CRD) and Panorama Recreation have contracted Victoria Integration Society and the Executive Director of Recreation Integration Victoria (RIV) to provide inclusion services to residents of the Saanich Peninsula. Due to changing community needs and service requirements (older population, mental health needs and a growing need for inclusion for school age programs), the CRD did not sign the contracts when they came up for renewal in 2018 but have paid for services until the end of June 2019.

As of July 1, 2019, Panorama Recreation will be providing inclusion services directly to the residents of the Saanich Peninsula. To continue and enhance a culture of inclusion, Panorama has a series of actions underway to provide inclusion support with the following services:

Summer inclusion support: This will be provided to families who are unable to access adequate funding through Queen Alexandra Centre for Children's Health's Supported Child Development Program and were previously supported by RIV. It is intended that staff and volunteers will be available to cover all weeks of camp required.

Increased inclusion: Beginning with spring break and Pro-D days, inclusion support will increase to include all recreation programs where support is required.

Out of school care/Inclusion support: This is a staff role that will act as an in-house resource, support access to recreation, champion accessibility and build relationships with our non-profit partners.

Continued staff training: CRD will continue to work with Canucks Autism Network and Queen Alexandra Centre for Children's Health to support children with autism, allowing staff to provide support without an inclusion worker where possible. Additional inclusion training will be planned to best suit the needs of the Peninsula.

Peninsula-focused volunteer coordination: Through CRD's volunteer network, CRD will establish volunteer leisure assistance with a focus on Central Saanich, North Saanich and Sidney residents.

Continued development of accessible facilities: CRD and the Rick Hansen Foundation have completed full facility assessments for Panorama Recreation and Greenglade Community centres. CRD will continue to seek grants and budget for improvements.

Leisure Assistant's Pass: This pass allows individuals with a disability to attend recreation facilities and other attractions with someone for support without having to purchase a pass for the support person. Panorama Recreation will honour passes issued by RIV and will issue this

pass directly to Saanich Peninsula residents. Staff are also looking at removing the requirement to renew annually which may be a barrier for some individuals.

SOCIAL IMPLICATIONS

Panorama Recreation will continue to foster a culture of inclusion by moving to a direct service delivery to provide inclusion services for programs.

ECONOMIC IMPLICATIONS

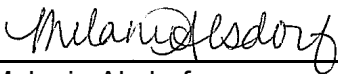
There are no anticipated additional costs. Plans include using funding previously allocated to RIV to fund inclusion support in programs and enhance our existing inclusion training.

INTERGOVERNMENTAL IMPLICATIONS

Panorama Recreation will work with Saanich Parks and Recreation and other municipalities to gain efficiencies on joint programs/initiatives where possible. Staff will be working to build and enhance relationships with existing organizations that have a mandate of inclusion.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.



Melanie Alsdorf
Manager of Program Services



Lorraine Brewster
Senior Manager
Concurrence

MA:sa