



PENINSULA RECREATION COMMISSION
Thursday, January 23, 2020 at 7:00 pm
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Election of Chair (*Pursuant to Section 215 of the Local Government Act*)
2. Election of Vice-Chair (*Pursuant to Section 215 of the Local Government Act*)
3. Approval of Agenda
4. [Adoption of Minutes of November 28, 2019](#)..... 1-3
5. Chair's Remarks
6. Presentations/Delegations
7. Commission Business
 - a) [2019 Special Events Report](#) 4-5
 - b) [2019 Operating Surplus Report](#) 6-7
 - c) [Peninsula Minor Hockey Association Facility Rental Fee Adjustment Request – Verbal Report](#) 8-9
 - d) [Maintenance Update Report](#)..... 10
 - e) [2020 Peninsula Recreation Commission Meeting Dates Report](#)..... 11
8. New Business
9. Adjournment

Next Meeting – February 27, 2020

(This page deliberately blank)



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, November 28, 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, G. Newton (for N. Paltiel), G. Orr, C. Rintoul
Staff: L. Brewster, Senior Manager; Melanie Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; A. Sharp, Manager, Administrative Services; S. Asdal (recorder)
Absent: Commissioner Windsor

The meeting was called to order at 6:59 pm.

1. Approval of Agenda

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Rintoul, That the agenda be approved with the switching of items 6 and 7 and that Employee Wellness be added as item 6 a).

CARRIED

2. Adoption of Minutes

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Rintoul, That the minutes of the October 24, 2019 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Ruffle remarked that Panorama Recreation will be hosting its annual Winter Wonderland event from December 21, 2019 to January 1, 2020. Chair Ruffle also advised that praise was received from a patron regarding a Panorama lifeguard that provided first aid during a recent medical incident. The commission requested that a letter of recognition be sent to the staff member.

4. Presentations/Delegations: There were none.

5. Commission Business

a) Fitness, Weights and Rehabilitation Update Report

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- The ending of the Island Health partnerships
- Equipment replacement and optimizing the use of space in the Panorama weight room
- Drop-in visit increases verses revenue increases
- The number of adult drop-in visits and fees

- Future growth projections
- Recent closures and openings of private fitness facilities on the Saanich Peninsula and the impact on Panorama Recreation

MOVED by Commissioner Orr, **SECONDED** by Alternate Commissioner Newton,
That the report be received for information.

CARRIED

b) North Saanich Middle School Neighbourhood Learning Centre Operations Report

M. Alsdorf provided an overview of the report. The commission discussed room rentals, revenue and programming.

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

CARRIED

c) Programming During School District 63 Strike – Verbal Report

M. Alsdorf reported that gross revenue generated from programming was \$23,261. There were 1037 registrations and 74 children per day in camp, amounting to an extra 300 visits per day.

The commission discussed the excellent work of staff in organizing programming on short notice, the positive media coverage and how helpful the programming was to families.

MOVED by Commissioner Orr, **SECONDED** by Vice Chair Gartshore,
That staff be acknowledged and thanked for their substantial efforts to provide programming during the recent School District 63 strike.

CARRIED

d) Facility Rental Fee Adjustments Requests Report

M. Alsdorf provided an overview of the report. The commission discussed additional requests that may come forward and the process for facility rental fee adjustment requests.

MOVED by Commissioner Rintoul, **SECONDED** by Alternate Commissioner Newton,
That the facility rental fees be waived as outlined in Table 1.

CARRIED

e) December Commission Meeting – Verbal Report

L. Brewster advised that the next commission meeting is scheduled for December 12. Given the short time period between the November and December meetings, the commission decided not to meet on December 12 unless an issue arose requiring attention. The next meeting is scheduled for January 23.

6. New Business

a) Employee Wellness Program

The commission discussed the request for proposal that went out in October for the small business portion of the program. M. Alsdorf advised that due to the Chamber of Commerce's

decision not to administer the program in 2020, Panorama Recreation staff will gather feedback from program participants to determine how to continue to support workplace wellness objectives.

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

CARRIED

7. **MOVED** by Commissioner Orr, **SECONDED** by Vice Chair Gartshore,
That the commission 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.

CARRIED

8. **Adjournment**

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Rintoul,
That the meeting be adjourned at 8:16 pm.

CARRIED

CHAIR

RECORDER



Making a difference...together

REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 23, 2020

SUBJECT 2019 Special Events

ISSUE SUMMARY

To provide information on the 2019 Panorama Recreation special events.

BACKGROUND

Each year, Panorama Recreation provides and participates in a variety of special events to strengthen awareness of the organization, encourage active living and facilitate community connectedness.

Panorama Recreation continues to actively participate in community events throughout the Saanich Peninsula including Brentwood Bay Festival, Sidney Days, school fairs, First Nation events, ArtSea Salish Sea Lantern Festival, Peninsula Celebrations Easter Egg Hunt, Stand Up Paddleboard National Championships, Treat Street and Sidney Family Day.

This year, Panorama staff planned and delivered the 12th annual Winter Wonderland, 14th annual New Year's Eve event, 8th annual Gingerbread House Challenge, Active Kids Club Fun Run, Community Water Battle, Family Movie Night and the International Tennis Federation Youth and Women's tennis tournaments.

Staff planned three new events for the spring/summer season. The Active Kids Club 1K Fun Run & Fun Zone, the Community Water Battle and the Family Movie Night. Each of these first time events were successful (Fun Run participation was 150, Movie Night was 115 and the Water Battle was 400). Sponsorships for the events included Seaside Magazine, TELUS and the North Saanich Fire Department.

Panorama Recreation's New Year's Eve Family Celebration includes swimming, skating, games, activities and fireworks. New activities for 2019 included Slider's Tiny Traffic Town and a virtual photo booth. This year's attendance was 751 (633 in 2019) and generated nearly \$9,000 (\$8,670 in 2019) in revenue.

For the holiday season, staff once again transformed the arena into a winter wonderland, complete with live trees, lights and festive decorations. The public could drop in to daily skates (11:00 am – 3:00 pm), or book the ice for a private family or corporate function. The Winter Carnival on December 21 was the start to Winter Wonderland and included treats, games, a performance by Peninsula Figure Skating Club and a visit from Santa. There were 1,801 arena visits over the course of this year's event.

The 8th Annual Gingerbread House Challenge was more successful than ever. This year's event began with a successful launch party, where families signed up to decorate their house at Panorama in a festive room full of treats and decorations. The event received 30 entries including two business entries. The event generated a total of \$1,528 in donations for CFA Santa's

Anonymous. TELUS, once again, covered the cost of the gingerbread house kits as an event partner.

SOCIAL IMPLICATIONS

Panorama Recreation strives to provide a safe, happy, healthy and friendly environment. By offering and participating in local community events, we are able to connect with our local community and potential customers face to face. These community events assist us with increasing our public image and brand recognition as well as fostering great customer relations and community partnerships.

ECONOMIC IMPLICATIONS

Although many of the special events do not directly generate revenue, Panorama Recreation’s participation in these events provides valuable benefit in connecting with our community and increases awareness of our operation to potentially increase participation and revenue in the future.

CONCLUSION

Panorama Recreation staff participate in a number of community events as well as plan and deliver events for members in the community, providing opportunities for leisure, activity and interpersonal connection.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

Submitted by:	Lisa Sneek, Marketing Coordinator
Concurrence:	Lorraine Brewster, Senior Manager



Making a difference...together

REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 23, 2020

SUBJECT 2019 Operating Surplus

ISSUE SUMMARY

To seek approval to transfer any 2019 operating surplus to capital reserves to meet the February 10, 2020 deadline.

BACKGROUND

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the capital reserve fund to help fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2019 but the exact figure will not be finalized until closer to the February deadline as accrued payroll, internal interest and other payables are yet to be determined.

There are over \$6.75 million in capital projects and equipment replacement planned for 2020 - 2024. Staff will continue to search for grant opportunities but without a guarantee of these funds, the planned projects must be funded from reserves or debt borrowing. The balance of the capital and equipment replacement reserve funds are estimated to be \$2.5 million at December 31, 2019.

The balance in the reserve fund relies on contributions as budgeted and is supplemented by surpluses from sinking funds as debt issues expire and operating surpluses occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure deficit.

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission approve transfer of the 2019 operating surplus to the capital reserve fund.

Alternative 2

That the Peninsula Recreation Commission not approve transfer of the 2019 operating surplus to the capital reserve fund.

ECONOMIC IMPLICATIONS

Transferring operating surplus to the capital reserves helps to provide an additional source of funding to the reserve. Reserves are necessary to ensure the long term sustainability of infrastructure, to help match grant funding for large capital projects and to be available in cases of unscheduled emergency replacement of major equipment or infrastructure.

Carrying forward operating surplus into the next year's operations and reducing requisition by the same, causes fluctuations on tax requisition, takes away funds from the capital reserves and encourages spending of operating funds at year-end so as to not 'lose' the surplus.

Applying the surplus towards debt is not an option available for long term debt, except in the event of early debt repayment that may occur at a rate reset date. Generally a rate reset occurs at the 10 year mark of a loan and every five years thereafter. Current debt was issued in 2007 (15 year) and 2017 (15 year) and neither of these debts are eligible for rate resets.

CONCLUSION

The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring the long term sustainability of infrastructure dependent services such as Panorama Recreation. As with all capital reserve funds, the resources to build the proposed reserve funds can either be part of the respective service's budget or result from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their capital reserves. Historically, the Peninsula Recreation Commission has followed this practice.

RECOMMENDATION

That the Peninsula Recreation Commission approve transfer of the 2019 operating surplus to the capital reserve fund.

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



PENINSULA MINOR HOCKEY ASSOCIATION

Dear Lorraine Brewster,

As you will be aware, Panorama Recreation Centre will be the venue for the 2019 – 2020 Midget T2 BC Hockey Championships taking place March 15th – March 19th, 2020.

The Peninsula Minor Hockey Association in conjunction with a local organizing Committee applied to BC Hockey to host the event on the Saanich Peninsula, and I am writing as Chair of the local Organizing Committee to request support from the Peninsula Recreation Commission to help alleviate the cost of hosting these provincial championships at Panorama.

As Provincials are not a revenue generating event like a typical tournament, there are many costs that fall on the host organization. BC Hockey provides some funding to help with the cost of referees and a banquet dinner for the teams, but we will be fundraising to cover shortfalls with an aim to put on a great event that our community can be proud of! If the Panorama Recreation Commission can provide discounted ice from PMHA rates in exchange for recognizing Panorama as a sponsor of the event we would greatly appreciate it.

Provincials took place in Vernon BC last season, and our Peninsula Eagles Midget A team were participants placing 4th in the Province. This gave us the opportunity to see first hand how these Provincial Championships are run and organized, and we are very excited to have this opportunity for the 2019 - 2020 season!

The Provincial Championships bring eight hockey teams of 160 hockey players, and a minimum of 500 visitors to the Peninsula! We have already secured local hotel accommodations, and local banquet facilities for the event, which will have a great economic impact on our community, and increased visitor exposure to the region and Panorama Recreation Centre.

Thank you for any assistance you can offer the Organizing Committee with hosting this event at Panorama!

Kind regards,

Jana Sexton, Chairperson
Organizing Committee
2020 Midget T2 BC Hockey Championship



Request for Reduction/Waiving of Facility Rental fee

Group Name: Peninsula Midget T2

Type of Group: (circle more than one if applicable) adult youth sport non-profit

other: _____

Event: BC Hockey Midget T2 Provincial Championships

Date(s) requested: March 15-19, 2020

Time: several ice times

Duration: each ice slot = 2.5 hours

Facility space: Arena A and B

Rate reduction requested: discounted rate in return for sponsorship recognition

Forms can be returned to:

Panorama Recreation Centre
 1885 Forest Park Dr.
 North Saanich, BC V8L 4A3
 Phone: 250-656-7271
 Fax: 250-656-3360

Email:	Room & Parking Lot	vguiguet@panoramarec.bc.ca
	Arena	mking@panoramarec.bc.ca
	Pool	cwatts@panoramarec.bc.ca
	Other	vguiguet@panoramarec.bc.ca

Please note that insurance will be required for facility rentals.

Office Use Only:	
Cost reduction amount:	_____
Approved:	Y N



Making a difference...together

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 23, 2020**

SUBJECT Maintenance Update

ISSUE SUMMARY

To provide information on the Maintenance Department.

Arena B Change Rooms

The Arena B change rooms will be undergoing individual period shutdowns over the next four to six weeks to allow for the installation of a new overhead storage system. Staff have pre constructed the majority of the cabinetry to minimize shutdown times.

WIFI Upgrades

All wireless access points throughout Panorama Recreation Centre and Greenglade Community Centre have been upgraded to a current model which is supported by CRD Information Technology. As a result of an internal coverage assessment, additional wireless access points will be added to increase Wi-Fi coverage within the facilities.

Electric Ice Resurfacers

An invitation to quote for two electric ice resurfacers will be posted in January. They will replace the current propane powered resurfacers that were due for replacement in 2019 and 2020.

Network Switch Upgrade

The network switches that handle all networked devices and internet traffic on site are being replaced due to lifespan end. The new hardware offers a higher level of security and will support faster speeds when they become available from our internet service provider.

CONCLUSION

The above repairs and improvements are part of the long term preventative maintenance plan.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

Submitted by:	Matt Curtis, Manager of Facilities & Operations
Concurrence:	Lorraine Brewster, Senior Manager



Making a difference...together

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 23, 2020**

SUBJECT 2020 Peninsula Recreation Commission Meeting Dates

ISSUE SUMMARY

To provide the Peninsula Recreation Commission with 2020 meeting dates.

BACKGROUND

The Commission has traditionally met on the fourth Thursday of each month (July, August and December excepted). Following this precedent, the following dates are proposed for 2020:

- January 23
- February 27
- March 26
- April 23
- May 28
- June 25
- July 25 – Call of the Chair
- August 22 – Call of the Chair
- September 17 (due to UBCM Convention September 21-25)
- October 15 (due to Saanich Peninsula Chamber of Commerce Crystal Awards Ceremony October 22)
- November 26
- December 10 (due to staff/commission schedules)

RECOMMENDATION

That the Peninsula Recreation Commission approve the proposed 2020 commission meeting dates.

Submitted by:	Lorraine Brewster, Senior Manager
---------------	-----------------------------------