



**PENINSULA RECREATION COMMISSION**  
**Thursday, February 27, 2020 at 7:00 pm**  
**Boardroom, 1885 Forest Park Drive, North Saanich, BC**

**AGENDA**

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1. Approval of Agenda
2. [Adoption of Minutes of January 23, 2020](#) ..... 1-4
3. Chair's Remarks
4. Presentations/Delegations
5. Commission Business
  - a) [December 2019 Year End Financial Report](#) ..... 5-7
  - b) [2020 Capital Plan Amendment Report](#)..... 8-22
  - c) [2019 Annual Program Report](#) ..... 23-34
  - d) Staff Workshop – Verbal Report
  - e) British Columbia Recreation and Parks Association Symposium – Verbal Report
  - f) [2020 Peninsula Recreation Commission Meeting Dates Revised Report](#) ..... 35
6. New Business
7. Adjournment

Next Meeting – March 26, 2020

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**Minutes of a Meeting of the Peninsula Recreation Commission**  
**Held Thursday, January 23, 2020, in the Boardroom, 1885 Forest Park Drive,**  
**North Saanich, BC**

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**Present:**       **Commissioners:** (Chair), T. Daly, H. Gartshore (Vice Chair), R. Imrie, C. McNeil-Smith, N. Paltiel, G. Orr, C. Rintoul, R. Windsor  
**Staff:**         L. Brewster, Senior Manager; Melanie Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; A. Sharp, Manager, Administrative Services; L. Sneek, Marketing Coordinator; S. Asdal (recorder)  
**Absent:**         Commissioner Frost

L. Brewster called the meeting to order at 7:05 pm.

**1. Election of Chair**

L. Brewster called for nominations for the position of Chair of the Peninsula Recreation Commission.

Commissioner Windsor nominated Commissioner Daly. Commissioner Daly accepted the nomination.

L. Brewster called for nominations a second time.

L. Brewster called for nominations a third and final time.

Hearing no further nominations, L. Brewster declared Commissioner Daly Chair of the Peninsula Recreation Commission for 2020 by acclamation.

**CARRIED**

**2. Election of Vice Chair**

Chair Daly called for nominations for the position of Vice Chair of the Peninsula Recreation Commission for 2020.

Commissioner Paltiel nominated Commissioner Gartshore. Commissioner Gartshore accepted the nomination.

Chair Daly called for nominations a second time.

Chair Daly called for nominations a third and final time.

Hearing no further nominations, Chair Daly declared Commissioner Gartshore Vice Chair of the Peninsula Recreation Commission for 2020 by acclamation.

**3. Approval of the Agenda**

**MOVED** by Commissioner Rintoul, **SECONDED** by Commissioner Paltiel,  
That the agenda be approved.

**4. Adoption of Minutes**

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,  
That the minutes of the November 28, 2019 meeting be adopted.

**CARRIED**

**5. Chair's Remarks**

Chair Daly remarked on the well-deserved recognition of Wayne Ruffle and the certificate of appreciation for his years of service to the commission.

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

**7. Commission Business**

**a) 2019 Special Events Report**

L. Sneek provided an overview of the report. L. Brewster advised of the positive impact that special events have on program revenue.

The commission discussed the following points:

- past movie nights in the pool facility
- great work in promoting Panorama Recreation through special events
- Panorama Recreation's level of involvement in the Terry Fox Run

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

**CARRIED**

**b) 2019 Operating Surplus Report**

A. Sharp provided an overview of the report. L. Brewster advised of the unpredictable nature of program revenue, Panorama's aging facilities and climate change policy requirements regarding equipment replacement. The commission discussed the following points:

- estimated amount of operating surplus
- amount allocated to capital reserves in 2019
- potential impacts of upcoming federal government child care subsidies on Panorama's out of school care registration
- amount allocated for capital reserve fund during the creation of the budget
- whether there is an operating reserve fund
- implications of not having an operating surplus

**MOVED** by Commissioner Paltiel, **SECONDED** by Commissioner Orr,  
That the transfer of the 2019 operating surplus to the capital reserve fund be approved.

**CARRIED**

**c) Peninsula Minor Hockey Association Facility Rental Fee Adjustment Request – Verbal Report**

Commissioner Rintoul left the meeting at 7:34 pm citing a potential conflict of interest as a member of the local organizing committee for the 2019-2020 Midget T2 BC Hockey Championships.

L. Brewster provided an overview of the request and advised that seven teams instead of eight will be participating. M. Alsdorf outlined possible impacts to arena programming and revenue.

The commission discussed the following points:

- whether discounts have been given by other recreation centres in previous years for the tournament
- possible discount options that Panorama could offer
- past tournaments that Panorama has hosted
- current ice and room rental rates
- possible maintenance expenses associated with the tournament

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,  
That the youth non-prime ice rental rate be offered to Peninsula Minor Hockey Association and the Arena Concourse Room rental be offered free of charge.

**CARRIED**

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner Imrie,  
That staff explore the policies of other recreation facilities regarding requests from non-profit organizations for discounted rentals.

**CARRIED**

Commissioner Rintoul returned to the meeting at 7:54 pm.

**d) Maintenance Update Report**

M. Curtis provided an overview of the report. The commission discussed the timing of the storage system installation and the resale value for the ice resurfacers.

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

**CARRIED**

**e) 2020 Peninsula Recreation Commission Meeting Dates Report**

L. Brewster provided an overview of the report. Commissioners discussed whether a December meeting was needed given the short amount of time between the November and December meetings.

**MOVED** by Commissioner Rintoul, **SECONDED** by Commissioner Windsor,  
That the December 10 meeting be changed to “call of the chair” and that the 2020 commission meeting dates be approved as amended.

**8. New Business:** There was none.

**9. Adjournment**

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,  
That the meeting be adjourned at 8:02 pm.

**CARRIED**

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CHAIR

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RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, FEBRUARY 27, 2020**

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**SUBJECT**     **December 2019 Year End Financial**

**ISSUE SUMMARY**

To inform the commission of the year end financial data for 2019.

**BACKGROUND**

The year end financials for 2019 are complete and a summary of the operating revenues and expenses for the year are shown on the attached document (Appendix A). The final operating surplus for the year ending December 31, 2019 was \$571,638. These funds have been transferred to the Panorama Capital Reverse Fund as approved by motion of the commission at the January 27, 2020 meeting.

**Summary of Operating Surplus:**

- \$230,927 from contribution from direct operations
  - \$328,200 additional direct operating revenues
  - less \$97,273 additional direct operating expenses
- \$277,833 from underspent indirect expenses
- \$39,914 from additional indirect revenues
- \$22,961 from interest on debt lower than budget

**Summary of Divisions (Year over Year Comparison):**

- Arena had a net contribution of \$661,453, an increase of \$28,800 over 2018 and \$49,900 over budget. The increase in revenues from 2018 to 2019 was generated mostly from ice rentals of \$38,000. Total expenses were over budget by \$18,700 and \$41,300 more than 2018 due to additional programing and ice usage.
- Aquatics had a net contribution of \$260,952, a decrease of \$69,000 over 2018. Revenues and program expenses were up by \$29,900 and \$98,900 over 2018. Youth lessons generated the largest revenue increase from 2018 to 2019 of \$49,900. Program expenses were over budget by \$9,600 and maintenance expenses were under budget by \$23,700.
- Community Recreation youth and adult revenue increased by \$56,000 and \$20,000 over 2018. The increases were primarily from youth programs at \$12,900, out of school care at \$44,700 and adult programing at \$19,800.
- Fitness, Weights and Rehabilitation realized a net contribution of \$504,200, an increase of \$47,800 from 2018 and \$79,700 over budget. Fitness revenues remained similar to 2018 results while wages and instructional services decreased by \$4,500 and \$10,100. Weight room revenue increased by \$40,800 from 2018 largely from admissions, scanned passes and adult programs. Rehabilitation revenue increased by \$12,700 over 2018, nearly all generated from programing.

- Racquet Sports revenues remained almost static from 2018 to 2019, with total tennis revenue decreasing by \$600 and squash revenue increasing by \$800. Youth and adult tennis programming decreased by \$18,400 and tennis court bookings decreased by \$5,600 while youth and adult tennis lessons increased by \$22,700 over 2018 results. Expenses decreased by \$18,300 from 2018 mostly due to reduced tournament costs.

**Preliminary Balance of Reserves at December 31, 2019:**

- Equipment Replacement Fund (ERF) \$689,308
- Capital Reserves (after transfer of 2019) \$3,042,830

**Ratio 2019 Operating Funded By:**

- Total 2019 operations and transfers were 47.60% funded by the users.
- Excluding debt, 2019 operations and transfers were 52.10% funded by the users.

**CONCLUSION**

Increased program registration and attendance is reflected in positive financial results.

**RECOMMENDATION**

That the Peninsula Recreation Commission receive this report for information.

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

**ATTACHMENT**

Appendix A: December 2019 Statement of Operations



# APPENDIX A

## PANORAMA RECREATION - STATEMENT OF OPERATIONS (12 MONTHS ENDED December 31, 2019)

	% of Budget Utilized	2019 BUDGET	2019 Year to date	2018 Year to date	Actual difference 2019-2018 in Dollars by %		2019 Budget to Actual in Dollars by %	
<b>DIRECT OPERATING REVENUES</b>								
Admissions	103%	334,992	345,756	335,353	10,403	3%	10,764	3%
Pass sales	116%	964,932	1,117,535	1,090,586	26,949	2%	152,603	14%
Partnerships /Employee Wellness Program	99%	272,000	269,608	259,544	10,064	4%	(2,392)	-1%
Programs	107%	1,586,242	1,693,886	1,571,600	122,286	8%	107,644	6%
Rentals	105%	853,944	897,237	873,472	23,765	3%	43,293	5%
Other (fees, commissions)	113%	129,444	145,730	143,824	1,907	1%	16,286	11%
<b>TOTAL DIRECT OPERATING REVENUES</b>	<b>108%</b>	<b>4,141,553</b>	<b>4,469,753</b>	<b>4,274,380</b>	<b>195,373</b>	<b>5%</b>	<b>328,200</b>	<b>7%</b>
<b>DIRECT OPERATING EXPENSES</b>								
Instructional Services	113%	345,929	391,635	392,712	(1,077)	0%	45,706	12%
Operating supplies	71%	214,448	152,874	168,183	(15,309)	-9%	(61,574)	-40%
Repairs & Maintenance (pool, arena, racquet)	88%	225,907	199,342	160,259	39,083	24%	(26,566)	-13%
Travel & vehicle costs	103%	17,322	17,786	18,873	(1,087)	-6%	464	3%
Wages & Benefits	107%	2,157,591	2,301,311	2,098,916	202,395	10%	143,719	6%
Other (Staff training, licences, fees, dues, memberships)	88%	36,690	32,213	30,783	1,429	5%	(4,478)	-14%
<b>TOTAL DIRECT OPERATING EXPENSES</b>	<b>103%</b>	<b>2,997,888</b>	<b>3,095,160</b>	<b>2,869,725</b>	<b>225,435</b>	<b>8%</b>	<b>97,273</b>	<b>3%</b>
<b>CONTRIBUTION DIRECT OPERATIONS</b>	<b>120%</b>	<b>1,143,665</b>	<b>1,374,593</b>	<b>1,404,654</b>	<b>(30,061)</b>	<b>-2%</b>	<b>230,927</b>	<b>17%</b>
<b>INDIRECT EXPENSES- ADMIN., MAINTENANCE</b>								
Advertising	71%	108,000	76,665	84,860	(8,194)	-10%	(31,335)	-41%
Capital	#DIV/0!	-	-	-	0	#DIV/0!	0	#DIV/0!
Contract for services & legal	62%	65,437	40,765	34,719	6,045	17%	(24,672)	-61%
CRD charges (IT, HR, payroll, finance)	100%	367,622	366,967	338,386	28,581	8%	(655)	0%
Insurance	100%	42,390	42,390	41,330	1,060	3%	0	0%
Leasehold Improvements	100%	40,000	40,000	-	40,000	#DIV/0!	0	0%
Licences, fees & dues	94%	123,076	116,295	110,269	6,027	5%	(6,781)	-6%
Rentals - Facilities and Equipment (CSCC & NSMS)	100%	87,557	87,727	45,676	42,052	92%	171	0%
Repairs & Maint. (general)	69%	110,216	75,970	59,525	16,445	28%	(34,246)	-45%
Supplies	80%	158,625	127,103	120,878	6,226	5%	(31,522)	-25%
Travel & vehicle costs	111%	18,064	20,024	27,926	(7,902)	-28%	1,960	10%
Utilities (hydro, sewer, water & phone)	86%	709,058	609,580	643,819	(34,239)	-5%	(99,478)	-16%
Wages & Benefits	101%	2,601,355	2,618,497	2,430,378	188,119	8%	17,142	1%
Other (meetings, printing costs, admin. staff training)	74%	71,693	53,275	66,750	(13,475)	-20%	(18,418)	-35%
Contingency	0%	50,000	-	-	0		(50,000)	#DIV/0!
<b>TOTAL INDIRECT EXPENSES</b>	<b>94%</b>	<b>4,553,093</b>	<b>4,275,259</b>	<b>4,004,516</b>	<b>270,743</b>	<b>7%</b>	<b>(277,833)</b>	<b>-6%</b>
<b>INDIRECT REVENUES</b>								
Payments in lieu of taxes & Recovery	100%	170,910	170,910	191,783	(20,873)	-11%	(0)	0%
Donations & Sponsorships	212%	29,160	61,812	50,115	11,697	23%	32,652	53%
Interest income	179%	9,160	16,422	15,211	1,210	8%	7,262	44%
<b>TOTAL INDIRECT REVENUES</b>	<b>119%</b>	<b>209,230</b>	<b>249,144</b>	<b>257,109</b>	<b>(7,966)</b>	<b>-3%</b>	<b>39,914</b>	<b>16%</b>
<b>NET CONTRIBUTIONS (DEFICIT)</b>	<b>83%</b>	<b>(3,200,197)</b>	<b>(2,651,523)</b>	<b>(2,342,752.84)</b>	<b>(308,770)</b>	<b>13%</b>	<b>548,674</b>	<b>-21%</b>
<b>TRANSFERS &amp; DEBT</b>								
Equipment Replacement Fund	100%	396,000	396,000	325,000	71,000	22%	0	0%
Transfers to General Capital Fund	#DIV/0!	-	-	40,000	(40,000)	-100%	0	#DIV/0!
Transfer to Capital Reserve fund	246%	391,680	963,318	1,109,475	(146,157)	-13%	571,638	59%
Transfer to Internal Reserve	100%	7,575	7,575	7,500	75	1%	0	0%
Debt-interest payments	94%	331,422	312,931	423,409	(110,478)	-26%	(18,491)	-6%
Debt-Principal payments	100%	507,439	507,438	507,438	0	0%	(1)	0%
MFA Debt Reserve interest		-	(4,468)	(23,704)	19,236		(4,468)	100%
<b>TOTAL TRANSFERS &amp; DEBT</b>	<b>134%</b>	<b>1,634,116</b>	<b>2,182,793</b>	<b>2,389,117</b>	<b>(206,324)</b>	<b>-9%</b>	<b>548,677</b>	<b>25%</b>
<b>NET BEFORE REQUISITION &amp; PRIOR YEAR SURPLUS</b>	<b>100%</b>	<b>(4,834,313)</b>	<b>(4,834,316)</b>	<b>(4,731,870)</b>	<b>(102,446)</b>	<b>2%</b>	<b>(3)</b>	<b>0%</b>
Requisition	100%	4,834,316	4,834,316	4,731,870	102,446	2%	(0)	0%
Prior year's surplus		-	-	-	-		-	
<b>NET OPERATIONS</b>		<b>3</b>	<b>-</b>	<b>-</b>	<b>0</b>		<b>(3)</b>	

**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, FEBRUARY 27, 2020**

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**SUBJECT     2020 Capital Plan Amendment**

**ISSUE SUMMARY**

To seek approval from the Capital Regional District (CRD) Board to amend the 2020 Capital Plan for revised projects.

**BACKGROUND**

At the October 24, 2019 Peninsula Recreation Commission meeting, the commission recommended that the 2020 Capital Plan be approved by the CRD Board. Included in the Capital Plan was funding for the replacement of two propane powered ice resurfacers. As CRD is committed to climate action, electric ice resurfacers are now the preferred replacement option.

Since the original budget for these machines was prepared, revised pricing estimates indicated that the price per unit of electric ice resurfacers is \$209,000, a \$29,000 increase per machine from the preliminary budget.

Below is a summary of the impacted projects, and requested budget revisions:

<b>Project No.</b>	<b>Project</b>	<b>Preliminary 2020 Project Budget</b>	<b>Requested Revised Project Budget</b>	<b>Variance</b>
19-09	Replace Ice Resurfacer	\$180,000	\$209,000	\$29,000
20-06	Replace Ice Resurfacer	\$180,000	\$209,000	\$29,000
Total		\$360,000	\$418,000	\$58,000

**ALTERNATIVES**

*Alternative 1*

The Peninsula Recreation Commission recommends to the Capital Regional District Board: That the 2020 Panorama Recreation Capital Plan be amended to increase the budget for each ice resurfacer to \$209,000, to be funded from the Equipment Replacement Fund and any funds received from the sale of the old ice resurfacers be returned to the Equipment Replacement Fund.

*Alternative 2*

The Peninsula Recreation Commission not recommend these changes to the 2020 Capital Plan.

**ENVIRONMENTAL & CLIMATE IMPLICATIONS**

Based on previous propane consumption and anticipated electrical consumption, the use of electric powered ice resurfacers will reduce greenhouse gases by more than 13 tonnes annually.

Additionally, removing the emissions from inside the building will improve the arena air quality and reduce the turnover rate thus reducing the energy required to condition the air.

### **FINANCIAL IMPLICATIONS**

The total project budget for each ice resurfacer will increase by \$29,000. The estimated incremental reduction of operating costs of electric versus propane power will be \$5,000 for each unit annually. The electric powered units are expected to have a useful life of 10 to 15 years, projecting a total operational savings of \$50,000 to \$75,000 per unit over the lifetime of the equipment.

The expected trade in value of each ice resurfacer unit is estimated to be \$30,000 to be returned back to the Equipment Replacement Fund once received.

### **CONCLUSION**

With our commitment to climate action, electric powered ice resurfacers are now the preferred replacement option. As a result, the Capital Plan requires an update for the increased cost of electric powered units.

### **RECOMMENDATION**

The Peninsula Recreation Commission recommends to the Capital Regional District Board: That the 2020 Panorama Recreation Capital Plan be amended to increase the ice resurfacer replacement project budgets to \$209,000 for each ice resurfacer to be funded entirely from the Equipment Replacement Fund.

Submitted by:	Lorraine Brewster, Senior Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT**

Appendix A: Amended Panorama Recreation 2020 Capital Plan

## CAPITAL REGIONAL DISTRICT

## SCHEDULE B

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.44X Panorama Recreation	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$504,000	\$3,185,000	\$445,000	\$130,000	\$125,000	\$409,000	\$4,294,000
Equipment	E	\$150,000	\$498,000	\$353,900	\$284,650	\$179,000	\$428,625	\$1,744,175
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$15,000	\$193,600	\$0	\$70,000	\$0	\$0	\$263,600
Vehicles	V	\$140,000	\$418,000	\$50,000	\$0	\$26,000	\$0	\$494,000
		<b>\$809,000</b>	<b>\$4,294,600</b>	<b>\$848,900</b>	<b>\$484,650</b>	<b>\$330,000</b>	<b>\$837,625</b>	<b>\$6,795,775</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$322,000	\$322,000	\$0	\$0	\$0	\$0	\$322,000
Debenture Debt ( New Debt Only)	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
Equipment Replacement Fund	ERF	\$140,000	\$766,000	\$373,900	\$221,650	\$175,000	\$248,625	\$1,785,175
Grants (Federal, Provincial)	Grant	\$35,000	\$767,500	\$15,000	\$0	\$0	\$0	\$782,500
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$312,000	\$686,100	\$460,000	\$263,000	\$155,000	\$589,000	\$2,153,100
		<b>\$809,000</b>	<b>\$4,294,600</b>	<b>\$848,900</b>	<b>\$484,650</b>	<b>\$330,000</b>	<b>\$837,625</b>	<b>\$6,795,775</b>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #:  
Service Name:

1.44X  
Panorama Recreation

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**  
**Study** - Expenditure for feasibility and business case report.  
**New** - Expenditure for new asset only  
**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
**Replacement** - Expenditure replaces an existing asset

**Funding Source Codes**  
Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

**Funding Source Codes (con't)**  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU - Water Utility

**Asset Class**  
L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles  
E - Equipment

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits.  
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area: The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$322,000	\$322,000	\$0	\$0	\$0	\$0	\$322,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	\$112,000	\$112,000	\$0	\$0	\$0	\$0	\$112,000
18-08	New	Install Welcome Figure (Aboriginal Art) (grant)	Installation Welcome Figure at Panorama site	\$15,000	S	Grant	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-09	Replacement	Replace Weight room HVAC Air handling Unit	Replace Weight room HVAC Air handling Unit due to end of life	\$50,000	B	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
19-01	Replacement	Replace Main Switchgear - secondary elect room	Replace Main Switchgear - secondary elect room due to end of life	\$163,000	B	Res	\$0	\$163,000	\$0	\$0	\$0	\$0	\$163,000
19-02	Renewal	Upgrade Electrical Main Transformer	Upgrade Electrical Main Transformer to extend useful life	\$80,000	S	Res	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
19-09	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$140,000
					V	ERF	\$0	\$69,000	\$0	\$0	\$0	\$0	\$69,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
					B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-04	Renewal	Replace Squash Court Floors	Replace squash court floor due to end of life	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
													\$0
20-06	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
					V	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20-07	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$338,000	E	ERF	\$0	\$348,000	\$0	\$0	\$0	\$0	\$348,000
20-08	Renewal	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$33,600	S	Res	\$0	\$33,600	\$0	\$0	\$0	\$0	\$33,600
20-09	New	Island Room - Food services upgrade	Construct and equipment room for food services	\$65,000	B	Res	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	\$0	\$32,500	\$0	\$0	\$0	\$0	\$32,500
					S	Grant	\$0	\$32,500	\$0	\$0	\$0	\$0	\$32,500
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Res	\$0	\$0	\$120,000	\$0	\$0	\$0	\$120,000
21-04	Replacement	Replace Lap pool filters x 2	Replace Lap pool filters x 2 due to end of life	\$30,000	E	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
21-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$323,900	E	ERF	\$0	\$0	\$323,900	\$0	\$0	\$0	\$323,900
21-06	Replacement	Vehicle Replacement (Club car)	Replace Club Car due to end of life	\$12,000	V	ERF	\$0	\$0	\$12,000	\$0	\$0	\$0	\$12,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$110,000	\$0	\$0	\$110,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #:  
Service Name:

1.44X  
Panorama Recreation

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**  
**Study** - Expenditure for feasibility and business case report.  
**New** - Expenditure for new asset only  
**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
**Replacement** - Expenditure replaces an existing asset

**Funding Source Codes**  
Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

**Funding Source Codes (con't)**  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU - Water Utility

**Asset Class**  
L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles  
E - Equipment

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits.  
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area: The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN														
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total	
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000	
22-03	Replacement	Replace Pool Impellers	Replace Pool Impellers due to end of life	\$30,000	E	Res	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000	
22-04	Replacement	Replace Zeolite Filter Lap and Leisure Pools	Replace Zeolite Filter Lap and Leisure Pools due to end of life	\$33,000	E	Res	\$0	\$0	\$0	\$33,000	\$0	\$0	\$33,000	
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$221,650	E	ERF	\$0	\$0	\$0	\$221,650	\$0	\$0	\$221,650	
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	\$0	\$0	\$310,000	\$0	\$0	\$0	\$310,000	
					B	Grant	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000	
23-02	Replacement	Replace Automatic Doors in Arena complex	Replace Lobby, interior and Olympia Bay doors due to end of life	\$75,000	B	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000	
23-03	Renewal	Arena Washroom upgrades	Upgrade Arena washrooms due to end of life	\$245,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$245,000	\$245,000	
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	
23-05	Replacement	Swirl pool heater	Replace Swirl Pool Heater due to end of life	\$30,000	E	Res	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$144,750	E	ERF	\$0	\$0	\$0	\$0	\$149,000	\$0	\$149,000	
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	\$0	\$0	\$38,000	\$0	\$0	\$0	\$38,000	
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF	\$0	\$0	\$0	\$0	\$11,000	\$0	\$11,000	
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$110,000	\$110,000	
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	
24-03	Replacement	Tennis Ceiling/Wall insulation	Replace Tennis insulation due to end of life	\$28,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$28,000	\$28,000	
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$26,000	\$26,000	
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$150,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$248,625	E	ERF	\$0	\$0	\$0	\$0	\$0	\$248,625	\$248,625	
GRAND TOTAL				\$6,809,525				\$809,000	\$4,294,600	\$848,900	\$484,650	\$330,000	\$837,625	\$6,795,775

Service: 1.44x

Panorama Recreation

Proj. No. 17-04

Capital Project Title Dessicant dehumidifier for Ice Plant

Capital Project Description Replace Dessicant dehumidifier/socks for Ice Plant due to aging

Asset Class B - Buildings

Board Priority Area Climate Change

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. \*\*\*2018 Update\*\*\* Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas \*\*\* 2019 Update\*\*\* awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season

Proj. No. 18-02

Capital Project Title Install Plant Maintenance SAP Program

Capital Project Description Plant Maintenance SAP Program for PRC maintenance projects

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.\*\*\*2018 Update\*\*\* update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change \*\*\* 2019 Update\*\*\* No change

Proj. No. 18-03

Capital Project Title DDC Replacement (direct digital controls)

Capital Project Description Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. \*\*\*2018 update\*\*\* project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade \*\*\*2019 Update\*\*\* waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020

Service: 1.44x

Panorama Recreation

Proj. No.	18-08	Capital Project Title	Install Welcome Figure (Aboriginal Art) (grant)	Capital Project Description	Installation Welcome Figure at Panorama site
Asset Class	S - Engineering Structure	Board Priority Area	First Nations	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	The welcome figure is a proposed community project in partnership with two local aboriginal artists. The welcome figure would serve to welcome all of our community members into our facility. The project would include: purchase of supplies, two aboriginal artists providing carving and education sessions, community carving events, and unveiling event when project is complete. The budget was determined by working with the two aboriginal artists who have completed similar projects on the Peninsula. Total project cost estimated at \$15,000. ***2019 Update*** No Update				

Proj. No.	18-09	Capital Project Title	Replace Weight room HVAC Air handling Unit	Capital Project Description	Replace Weight room HVAC Air handling Unit due to end of life
Asset Class	B - Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Replace existing air handler unit installed in 2003 as it has received its end of life. This unit supplies tempered air to all pool change rooms. Quote from Island Temperature Controls has been received for replacement of existing unit. Budget includes contingency, hazmat and engineering support. ***2018 Update*** project likely to tie in to energy recovery project. On hold until study is complete. ***2019 Update*** awaiting energy recovery project approval. This unit near end of life. IF energy recovery does not get approved this unit should be replaced immediately				

Proj. No.	19-01	Capital Project Title	Replace Main Switchgear - secondary elect room	Capital Project Description	Replace Main Switchgear - secondary elect room due to end of life
Asset Class	B - Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	The present internal transformer and distribution panels, installed in 1977, are nearing the end of their useful life cycle and will need to be replaced. The project is estimated by Applied Engineering Solutions (AES) AES is suggesting this project should be done in conjunction with the repair of facility complex main transformer (19-02). Budget includes contingency, hazmat and engineering support. ***2018 Update*** July 2017 assesment stated this project with regular assesments and monitoring can reasonably be deferred up to 5 years. Planned for 2020. ***2019 Update*** updated budget pricing from Houle to replace Main Switchgear is less than originally anticipate. Budget price being lowered to \$163k				

Proj. No.	19-02	Capital Project Title	Upgrade Electrical Main Transformer	Capital Project Description	Upgrade Electrical Main Transformer to extend useful life
Asset Class	S - Engineering Structure	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	The main facility transformer has been in service since early 2000 as per the inspection report submitted by Applied Engineering Solutions (AES) Engineering. This transformer unit was installed on a sloped area of the facility grounds but after years of settling it is now off center. As this unit is filled with oil it needs to be re-levelled. Budget includes contingency, hazmat and engineering support. ***2018 Update*** July 2017 assesment stated this project with regular assesments and monitoring can reasonably be deferred up to 5 years. Planned for 2020				



Service: 1.44x

Panorama Recreation

Proj. No. 19-09

Capital Project Title Replace Ice Resurfacer

Capital Project Description Replace Ice Resurfacer on 5 year cycle

Asset Class V - Vehicles

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale 2014 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) \*\*\* 2020 Update\*\*\* both ice resurfacers will be put out for bid together

Proj. No. 19-13

Capital Project Title Accessibility Upgrades

Capital Project Description Upgrades throughout facility for increased accessibility

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Grant funded upgrades for accessiblites

Proj. No. 19-15

Capital Project Title Heat Recovery Plant

Capital Project Description Construct heat recovery plant

Asset Class B - Buildings

Board Priority Area Climate Change

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Leave blank for now - just a placeholder \*\*\*2019 Update\*\*\*Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.8M

Proj. No. 20-04

Capital Project Title Replace Squash Court Floors

Capital Project Description Replace squash court floor due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Resurfacing of hardwood floors, due to general wear. Verbal quote for material and installation obtained from Hardwood Flooring. \*\*\*2019 Update\*\*\* floor in fair condition. Push replacement unit 2022

Service: 1.44x

Panorama Recreation

Proj. No. 20-06

Capital Project Title Replace Ice Resurfacer

Capital Project Description Replace Ice Resurfacer on 5 year cycle

Asset Class V - Vehicles

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale 2015 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) \*\*\* 2020 Update\*\*\* unit going for bid at same time as 2019 unit

Proj. No. 20-07

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Annual replacement of equipment in pooled account

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Proj. No. 20-08

Capital Project Title Resurface/line painting (outdoor) Tennis courts

Capital Project Description Resurface/line painting (outdoor) Tennis courts due to end of life

Asset Class S - Engineering Structure

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale The indoor/outdoor tennis courts are repaired and repainted every 5 years. A quote has been obtained from Tomko Sports. Budget includes contingency, hazmat inspection and support. \*\*\*2019 Update\*\*\* awaiting Geotech assessments of the stability of the bank. resurfacing to take place after bank has been determined stable

Proj. No. 20-09

Capital Project Title Island Room - Food services upgrade

Capital Project Description Construct and equipment room for food services

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Install and construct kitchen/cooling features in the Island Room to host food service provider. Strategic priority of PRC Commission. \*\*\*2019 Update\*\*\* Budget estimate to 65k due to market and inflation

Service: 1.44x

Panorama Recreation

Proj. No. 20-10

Capital Project Title Level 3 Electric Vehicle charging station

Capital Project Description Level 3 Electric car charging station in parking area

Asset Class S - Engineering Structure

Board Priority Area Climate Change

Corporate Priority Area Recreation, Arts & Culture

Project Rationale level 3 charging stations.

Proj. No. 21-01

Capital Project Title Roof - Arena A, B & Tennis

Capital Project Description Renewal Roof on both arenas and tennis building

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Install a protective coating over the existing metal structure providing an additional 15-20 years of extended service. Budget estimate from Facility Services.  
\*\*\*2019Update\*\*\* Project under review. Roof study found from 2017 identified work to be done to extend the life of roofs through traditional methods instead of applying a coating. Budget Price reduced to \$120,000.00

Proj. No. 21-04

Capital Project Title Replace Lap pool filters x 2

Capital Project Description Replace Lap pool filters x 2 due to end of life

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacement of existing pool filtration due to end of life of filtration equipment

Proj. No. 21-05

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Annual replacement of equipment in pooled account

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Service: 1.44x

Panorama Recreation

Proj. No. 21-06

Capital Project Title Vehicle Replacement (Club car)

Capital Project Description Replace Club Car due to end of life

Asset Class V - Vehicles

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacement of existing 2015 vehicle. Used on site, and is battery operated

Proj. No. 22-01

Capital Project Title Replace Arena B rubber flooring

Capital Project Description Replace Arena B rubber flooring due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacement of Arena B corridors and dressing room floors. Flooring is in need of replacement due to old age and continued patching of the high traffic areas.  
\*\*\*2019 Update\*\*\* Flooring in fair condition. Patching from Operation budget and move replacement to 2024

Proj. No. 22-02

Capital Project Title Replace Daktronic/Electronic Road Sign

Capital Project Description Replace Daktronic/Electronic Road Sign due to end of life

Asset Class S - Engineering Structure

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacement of existing Electric Road Signage due to end of life

Proj. No. 22-03

Capital Project Title Replace Pool Impellers

Capital Project Description Replace Pool Impellers due to end of life

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacement of impellers for various pool pumps. Salt water is very corrosive and requires replacement of pump impellers and housings

Service: 1.44x

Panorama Recreation

Proj. No. 22-04

Capital Project Title Replace Zeolite Filter Lap and Leisure Pools

Capital Project Description Replace Zeolite Filter Lap and Leisure Pools due to end of life

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacement of existing pool filtration media, for proper sanitation of pool water

Proj. No. 22-05

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Annual replacement of equipment in pooled account

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Proj. No. 23-01

Capital Project Title LED Lighting - Arenas, Pool, GG, Parking lot & general facility

Capital Project Description Change lighting in all areas to LED (other than Tennis bldg)

Asset Class B - Buildings

Board Priority Area Climate Change

Corporate Priority Area Recreation, Arts & Culture

Project Rationale energy efficiency upgrades \*\*\* 2019 update\*\*\* project moved to 2021

Proj. No. 23-02

Capital Project Title Replace Automatic Doors in Arena complex

Capital Project Description Replace Lobby, interior and Olympia Bay doors due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale end of lifespan for mechanical doors

Service: 1.44x

Panorama Recreation

Proj. No. 23-03

Capital Project Title Arena Washroom upgrades

Capital Project Description Upgrade Arena washrooms due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Accessibility and cosmetic upgrades due to age and functionality \*\*\*2019 update\*\*\* project moved to 2024, likely tied to future arena expansion project

Proj. No. 23-04

Capital Project Title Replace Fitness Studio HVAC

Capital Project Description Replace Fitness Studio HVAC due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale end of lifecycle

Proj. No. 23-05

Capital Project Title Swirl pool heater

Capital Project Description Replace Swirl Pool Heater due to end of life

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale likely to be tied into energy recovery project

Proj. No. 23-06

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Annual replacement of equipment in pooled account

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Service: 1.44x

Panorama Recreation

Proj. No. 23-07

Capital Project Title Replace Chevrolet Passenger car

Capital Project Description Replace Chevrolet Passenger car due to end of life

Asset Class V - Vehicles

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale end of lifecycle \*\*\*2019 update\*\*\* project moved to 2021, for electification

Proj. No. 23-08

Capital Project Title Replace Utility trailer

Capital Project Description Replace Utility trailer due to end of life

Asset Class V - Vehicles

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale end of lifecycle, lowered ramp access trailer required

Proj. No. 23-09

Capital Project Title Replace Play in the Park Trailer

Capital Project Description Replace Play in the Park Trailer due to end of life

Asset Class V - Vehicles

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale end of lifecycle replacement. Consider larger trailer for equipment used

Proj. No. 24-01

Capital Project Title Arena A&B insulation

Capital Project Description Replace and install insulation Arena A&B ceiling and walls due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale end of lifecycle and Increase building efficiency

Service: 1.44x

Panorama Recreation

Proj. No. 24-02

Capital Project Title Arena Lobby HVAC

Capital Project Description Replace Arena Lobby HVAC due to end of life

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale  
Project Rationale

replace arena lobby HVAC replacement due to end of life

Proj. No. 24-03

Capital Project Title Tennis Ceiling/Wall insulation

Capital Project Description Replace Tennis insulation due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale End of lifecycle and improve building efficiency

Proj. No. 24-04

Capital Project Title Refinish indoor tennis surface

Capital Project Description Refinish indoor tennis surface due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Refinish indoor tennis surface due to end of life

Proj. No. 24-05

Capital Project Title Greenglade Playground

Capital Project Description Replace Greenglade playground due to end of life

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale replace Greenglade Playground due to end of life. Project should be candidate for substantial grant funding

Proj. No. 24-06

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Annual replacement of equipment in pooled account

Asset Class E - Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle



**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, FEBRUARY 27, 2020**

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**SUBJECT**     2019 Annual Program Report

**ISSUE SUMMARY**

To inform the commission of the programs and services of Panorama Recreation for 2019.

**BACKGROUND**

Panorama Recreation provides a wide variety of recreation programs and services to meet the needs of the community. Swimming lessons, children's programs/camps, out of school care, adult weight room, rehabilitation and community recreation programs had strong enrollment in 2019.

Community demand for recreation programs and services continues to grow and is reflected in the following registration and attendance numbers:

- more than 23,000 program registrations
- over 29,000 visits to Greenglade Community Centre to access drop-in activities
- over 367,000 visits to Panorama Recreation Centre to access drop-in activities

Special events were a large part of operations over 2019 with Panorama hosting two international tennis tournaments, lacrosse provincial championships, Pacific Cup men's hockey tournament, as well as several tournaments with the Peninsula Minor Hockey Association. Staff also launched several new events including Movie Night, Active Kids Club, 1Km Kids Fun Run and a Participaction Community Better Challenge event to promote health and activity in the community.

Staff continue to work through strategic and service plan initiatives with highlights including:

- expanded programming to Central Saanich Municipal Hall
- expanded summer hours at Greenglade Community Centre
- expanded Out of School Care programming
- partnered with local First Nation communities to secure grant funding for swim lessons
- completed intermunicipal physical literacy marking project
- engaged with Central Saanich community members for recreation programs and services needs assessment

Appendix A provides a summary of the Annual Program Report for 2019.

**CONCLUSION**

Community demand for recreation programs and services continues to grow and is reflected by increased registration and attendance numbers at Panorama Recreation programs.

**RECOMMENDATION**

That the Peninsula Recreation Commission receive this report for information.

Submitted by:	Melanie Alsdorf, Manager of Program Services
Concurrence:	Lorraine Brewster, Senior Manager

**ATTACHMENT**

Appendix A: 2019 Annual Program Report

# Panorama Recreation

## 2019 Annual Program Report

### Panorama Recreation | 2019 Annual Program Report



### In This Issue:

- Strategic Plan Update
- Service Plan - Divisional Initiatives Update

### Panorama Recreation Departments Covered in This Issue:

- Arena
- Aquatics
- Community Development/Community Recreation - Adult
- Community Recreation - Youth
- Fitness, Weights & Rehabilitation
- Racquet Sports
- Marketing

# Strategic Plan Update

## Develop and implement a collaborative model for evaluating facility needs on the Saanich Peninsula

- Conducted needs assessment with Central Saanich residents regarding recreation programs and services
- Participated in Central Saanich stakeholder meeting for Saanichton Village

## Explore the feasibility of establishing food services at Panorama Recreation

- Continued short term food services with Kiwanis Club of Sidney for limited hours in the arena while investigating long term options to best meet community needs

## Develop an arts-based strategy to expand arts programs and services that will improve and promote health on the Saanich Peninsula

- Continued art exhibition display program at Panorama Recreation Centre and rotating sculpture exhibition space at Greenglade Community Centre for local artists to showcase their work. There is now a waitlist for this opportunity
- Worked with Panorama Recreation maintenance staff to complete a pottery studio update, including new paint, sink and shelving, cleaning, and the addition of a members blackboard
- Participated in a newly formed Intermunicipal Arts Committee

## Identify strategies to enhance and complement programs and services offered by the Peninsula Recreation Commission

- Expanded programming to utilize new facility space opportunity at Central Saanich Municipal Hall
- Expansion of Out of School Care programming to Brentwood Elementary School, based from Central Saanich Cultural Centre
- Addition of Women's Shinny in August & December to accommodate increasing need for women's hockey development
- Opened Greenglade Community Centre for an additional day this summer (Saturdays 9am-1pm) to meet community need

# Service Plan - Divisional Initiatives

## Develop and implement programs and services for First Nations

- Attended the **S7ÁUTW** (Tsawout) Youth Group and Community Feast and School District 63 Indigenous Education Community meeting build community connections.
- Participated in **BOĶÉĆEN** (Pauquachin) Days with the inflatable obstacle course and share information about programs and services
- Celebrated National Aboriginal Day on June 21 with free swim and lobby display. Special guests Xavier Jack and Josephine Joe of **WSĶEM** (Tseycum) First Nation of the **WSÁNEĆ** peoples were special guests.
- Supported Orange Shirt Day by wearing orange to honour First Nations children who were sent to residential schools in Canada
- Received funding to provide swim lessons to 30 children aged 18 months to 12 years. Partnered with **BOĶÉĆEN** (Pauquachin), **S7ÁUTW** (Tsawout) and **WĶOŁŁP** (Tsartlip) Nations to provide these lessons for youth in their community
- Hosted a member from the Victoria Native Friendship Centre as part of a work experience placement

## Physical Literacy awareness plan

- Led an intermunicipal Physical Literacy Marking project funded by the Island Health Community Wellness Grant Program that included design and installation of interactive, semi-permanent markings at 13 recreation centres throughout the region. Markings are intended to encourage development and raise awareness of the fundamental movement skills and importance of physical literacy
- Established dryland training programs for minor hockey and soccer teams to provide cross training and the ability to gain further physical literacy skills
- Partnered with local schools to offer group fitness sessions at Panorama, teaching basic movement skills and introduction to Panorama classes

## Identify strategies to increase programs and services in Central Saanich

- Conducted needs assessment with Central Saanich residents regarding recreation programs and services
- Expansion of Out of School Care programming to Brentwood Elementary School, based from Central Saanich Cultural Centre
- Expanded programming to utilize new facility space opportunity at Central Saanich Municipal Hall
- Addition of early years summer camps to Central Saanich

# Arena Programs

## Key Initiatives & Accomplishments

- Full registration in AHL with gross revenue of over \$86,000 for the 2019/2020 season
- Increased arena ice rentals revenue by 7% (\$578,469 in 2018; \$616,554 in 2019) and dry floor rental revenue 9% (\$38,884 in 2018; \$42,208 in 2019)

## Targeted Service Levels

2019 January - December
Operational hours of ice per day: 18.5 hours per rink for a total of 8,917 hours per year (August through April)
Operational hours of dry floor per day: 12 hours per day for a total of 2,976 hours per year (May through July)
Offer one new program per year
80% of registered programs are successful
Offer 20 hours of public skating per week for a total of 760 hours per year
8,380 visits to the arena

## Service Level Delivered

2019 January - December
Operational hours ice: 19 hrs/rink/day (Aug-Apr)
Operational hours dryfloor: 12 hrs/rink/day (May-July)
Offered 0 new programs
79% of registered programs were successful
Public skating hours offered per week: 18 (August - March), 9 hours (April)
10,099 visits to the arena





# Aquatic Programs

## Key Initiatives & Accomplishments

- Increased overall revenue by 3% (\$1,139,477 in 2018; \$1,169,441 in 2019). Contributing factors included:
  - Increased drop-in admission revenue by 2% (\$202,683 in 2018; \$206,218 in 2019)
  - Increased youth lessons revenue by 16% (\$308,562 in 2018; \$358,490 in 2019)

## Targeted Service Levels

## Service Level Delivered

2019 January - December	2019 January - December
Provide lane swimming a minimum of 114.5 hours per week	Provided 113 hours of lane swimming
Provide public swimming 114.5 hours per week	Provided 114.5 hours of public swimming per week
Offer 5 new programs per year	Offered 2 new programs
68% of registered programs are successful	78% of registered programs were successful
Deliver 20 weekly drop-in aquatic fitness classes	Offered 22 weekly drop-in aquatic fitness classes
Average attendance of 21 in drop-in fitness classes	Average attendance of 21 in drop-in fitness classes
143,762 visits to the pool	153,538 visits to the pool



# Community Development/ Community Recreation - Adult Programs

## Key Initiatives & Accomplishments

- Increased registered program revenue by 22% (\$91,198 in 2018; \$111,092 in 2019)
- Welcomed over 1,800 visits to the pottery studio at Greenglade Community Centre
- 1,148 visits to drop-in sports at North Saanich Middle School (pickleball & badminton)
- Secured \$2,600 through the BC Recreation & Parks Association Before & After School Recreation Program Spaces Grant to support continued operation of the Out of School Care program at Greenglade Community Centre and expansion at the Central Saanich Cultural Centre
- Completed a recreation needs assessment, funded by BC Healthy Communities's PlanH Healthy Communities Fund, collecting valuable community feedback regarding recreation programs and services in Central Saanich
- Led an intermunicipal Physical Literacy Marking project funded by the Island Health Community Wellness Grant Program that included design and installation of interactive, semi-permanent markings at 13 recreation centres throughout the region. Markings are intended to encourage development, and raise awareness, of the fundamental movement skills and importance of physical literacy
- Converted under utilized communal and program community garden beds into 10 new, rentable plots (raised and unraised), and completed improvements to the compost system in order to increase capacity
- Participated in a regional review of the Leisure Involvement For Everyone (LIFE) financial assistance program

## Targeted Service Levels

2019  
January - December

Offer 8 new adult programs each year

62% of registered adult programs are successful

Deliver average of 30 hours of drop-in sports programs per week (September - June)

Average attendance of 22 for drop-in sports sessions

Offer a minimum of 44 hours of public access to the pottery studio

## Service Level Delivered

2019  
January - December

Offered 50 new programs

72% of adult programs were successful

Delivered average of 42 hours of drop-in sports programs each week

Average attendance of 16 for drop-in sports sessions

Offered 59 hours of public access to the pottery studio each week



# Community Recreation - Youth Programs

## Key Initiatives & Accomplishments

- Expanded capacity for Out of School Care from 42 spaces to 63 spaces. Panorama Recreation Out of School Care now serves all five elementary schools on the Saanich Peninsula (Brentwood, Keating, KELSET, Sidney, & Deep Cove). Increased Out of School Care revenue by 59% (\$75,782 in 2018; \$120,502 in 2019)
- Offered 688 daily non-instructional day camp spaces over the three week job action period which resulted in school closures throughout School District 63 (October 28 – November 15). A total of 649 daily registrations were completed (43 participants/day)
- Received over 125% more grant funding (\$8,372 in 2018; \$18,889 in 2019). Grant funders included Canadian Federal Government, BC Recreation & Parks Association and Island Health
- Introduced direct delivery of recreation inclusion support for Saanich Peninsula residents attending programs at Panorama Recreation and across Greater Victoria
- Increased program revenue by 3.7% (\$346,353 in 2018; \$359,321 in 2019)

## Targeted Service Levels

2019 January - December
Offer a minimum of 14 hours of Childminding per week (September - June)
Offer 7 new youth programs each year
70% of registered youth programs are successful
Offer a minimum of 360 hours of free teen programs at two locations

## Service Level Delivered

2019 January - December
Offer a minimum of 14 hours of Childminding per week (September - June)
Offered 15 new youth programs
80% of youth programs offered were successful
360 hours of free youth programs offered between Brentwood and Greenglade Teen Lounges, Teen Skates and Teen Swims



# Fitness, Weights & Rehabilitation

## Key Initiatives & Accomplishments

- Increased adult weight room program revenue by 20% (\$48,236 in 2018; \$58,101 in 2019)
- Increased rehabilitation program revenue by 20% (\$61,058 in 2018; \$73,516 in 2019)
- Increased annual drop-in fitness attendance by 23% (21,092 in 2018, 26,097 in 2019)

## Targeted Service Levels

2019  
January - December

Operational hours of Panorama weight room: 114.5 hours per week

Operational hours of Greenglade weight room: 61.5 hours per week

80% of registered programs are successful

Offer 2 new programs each year

Deliver 61 drop-in fitness classes each week at Panorama

Deliver 7 drop-in fitness classes each week at Greenglade

Average attendance of drop-in fitness classes: 15

133,889 visits to the weight room each year

## Service Level Delivered

2019  
January - December

Operational hours of Panorama weight room: 114.5 hours per week

Operational hours of Greenglade weight room: 66 hours per week September – June, 64 hours per week July – August

Opened Greenglade on Saturdays from 9am-1pm July & August to accommodate growing demand from the community

71% of registered programs were successful

Offered 3 new programs

Offered 54 drop-in fitness classes per week at Panorama

Offered 14 drop-in fitness classes per week at Greenglade

Average attendance of drop-in fitness classes: 12

147,531 visits to the weight room at Panorama



# Racquet Sports

## Key Initiatives & Accomplishments

- Hosted 12 international, national and local tennis events:
  - 2 International Tennis Federation Junior events, one in May and one in October with the largest registration to date with 113 entries
  - 6 singles triple knockout tournaments
  - 2 womens doubles triple knockout tournaments
  - 2 local junior tournaments

## Targeted Service Levels

2019 January - December	2019 January - December
Tennis courts open 14.5 hours per day, 346 days a year)	Tennis courts open 14.5 hours per day, excluding stat holidays, tournaments and weather conditions
Offer 5 new programs each year	Offered 4 new programs
92% of registered programs are successful	84% of registered programs were successful
Offer 11 local tournaments	Offered 10 local tournaments
Offer 3 provincial/national/International tournaments	Offered 2 national/international tournaments

## Service Level Delivered

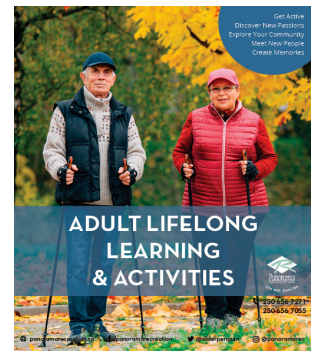




# Marketing & Communications

## Key Initiatives & Accomplishments

- Provided patrons with monthly wellness literacy tips and tools for topics such as the physical literacy & physical activity, Active Kids Club, Climate Action, Heart & Stroke, Water Safety, Nutrition & Hydration, Active Transportation, Mental Health and Outdoor Active & Nature Play.
- Developed and renewed partnerships with community organizations including Peninsula Co-op, TELUS, Bottle Depot, Seaside Magazine, CFX Santos Anonymous
- Developed and implemented new special event initiatives including Family Movie Night, Active Kids 1k Fun Run & Fun Zone
- Created and distributed copies of the seasonal Active Living Guide (Winter/Spring, Summer and Fall), Adult Lifelong Learning and Activities (Winter/Spring and Fall) and Summer Camp publications
- Distributed the monthly eNewsletter to approximately 32,000 subscribers per issue
- Expanded Panorama Recreation social media engagement and following to 3,889 likes on facebook, 1,1486 followers on twitter and 1,205 followers on instagram
- Participated in a variety of special events throughout Greater Victoria. Such events included:
  - First Nation Events ( BOKEĆEN (Pauquachin), SÁUTW (Tsawout), National Indigenous Peoples Day)
  - Beacon Community Service Community Resource Fair
  - Sidney Family Day
  - Pink & Orange Shirt Days
  - SD63 School Events
  - Touch a Truck
  - Easter Egg Hunt at Dominion Brook Park
  - Brentwood Bay Festival Parade & Family Festival
  - Taking it to the Streets Charity Road Hockey Tournament
  - Central Saanich Little League
  - Canada Day - Sidney Days Parade & Family Fun Fair
  - CRD Park Events
  - Sidney Sidewalk Sale
  - BC Aviation Museum Open House
  - Sailish Sea Lantern Festival
  - Central Saanich Family Festival
  - Sidney Halloween Treat Street
  - Sidney Sparkles Parade
  - Access Awareness Day
  - Umbrella Society Charity Hockey Game
  - Participaction Challenge Event
  - Sidney Market
  - Family Fun @ Heritage Acres
  - Viking Air Family Day



## Targeted Service Levels

2019  
January - December

Participated in and/or support 36 local community events

## Service Level Delivered

2019  
January - December

Participated in and/or supported 42 local community events

**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, FEBRUARY 27, 2020**

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**SUBJECT**     **2020 Peninsula Recreation Commission Meeting Dates Revised**

**ISSUE SUMMARY**

To provide the Peninsula Recreation Commission with revised 2020 meeting dates.

**BACKGROUND**

Meeting dates were approved at the January 23, 2020 commission meeting. All dates remain the same with the exception of revised dates proposed for July and August.

- January 23
- February 27
- March 26
- April 23
- May 28
- June 25
- **July 23 – Call of the Chair (*changed from July 25*)**
- **August 27 – Call of the Chair (*changed from August 22*)**
- 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) – Call of the Chair

**RECOMMENDATION**

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

Submitted by:	Lorraine Brewster, Senior Manager
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