



PENINSULA RECREATION COMMISSION
Tuesday, June 09, 2020 at 1:30 pm
Via Teleconference
Boardroom, 1885 Forest Park Drive, North Saanich, BC

AGENDA

1. Approval of Agenda
 2. [Adoption of Minutes of April 23, 2020](#)..... 1-2
 3. Chair's Remarks
 4. Presentations/Delegations
 5. Commission Business
 - a) [Restarting Programs and Services Report](#)..... 3-5
 - b) [Financial Forecast for Reopening of Operations Report](#) 6-9
 - c) [Maintenance Update Report](#)..... 10
 6. New Business
 7. 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 CRD.
 8. Motion to close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1) (c) labour relations or other employee relations.
 9. Adjournment
- Next Meeting – Call of the Chair

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

Present in the Boardroom:

Commissioners: T. Daly (Chair), H. Gartshore (Vice Chair)

Staff: L. Hutcheson, General Manager, CRD Parks & Environmental Services;
L. Brewster, Senior Manager; S. Asdal (recorder)

Present Electronically (Telephone):

Commissioners: K. Frost, R. Imrie, C. McNeil-Smith, G. Orr, C. Rintoul, R. Windsor

Staff: M. Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and
Operations; A. Sharp, Manager, Administrative Services

Absent: Commissioner Paltiel

The meeting was called to order at 1:32 pm.

1. Approval of the Agenda

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Rintoul,
That the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,
That the minutes of the February 27, 2020 and March 17, 2020 meetings be adopted.

CARRIED

3. Chair's Remarks

Chair Daly wished everyone well and to stay safe during these remarkable times.

4. Presentations/Delegations: There were none.

5. Commission Business

a) 2020/2021 Fees and Charges – Panorama Recreation Services Report

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

- the percentage of funding by users and funding by taxes
- the ability to alter fees and charges in the fall
- the rationale for increased ice rental rates and potential impacts to user groups

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,
That the Peninsula Recreation Commission recommend to the CRD Board:
That the proposed fees and charges be approved for inclusion in the 2020/2021 Fees and
Charges Bylaw for Panorama Recreation Services.

CARRIED
Commissioner Rintoul OPPOSED

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

7. **MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,
That the commission close the meeting in accordance with the Community Charter Part 4,
Division 3, Section 90 (1) (c) labour relations or other employee relations.

8. **Adjournment**

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,
That the meeting be adjourned at 2:25 pm.

CARRIED

CHAIR

RECORDER



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF TUESDAY, JUNE 09, 2020

SUBJECT **Restarting Programs and Services**

ISSUE SUMMARY

To provide an update on the restarting of Panorama Recreation programs and services.

BACKGROUND

The provincial government tasked the British Columbia Recreation and Parks Association (BCRPA) with developing a set of guidelines for how the public recreation and parks sector can operate safely during the pandemic. In response, sector leaders across BC were assembled to plan a safe and coordinated restart of recreation services province wide.

On May 28, the Recreation and Parks Sector Guideline for Restarting Operations was launched province wide. The guideline provides a framework for local and regional governments to apply to the provision of recreation and park services in the pandemic and to be used to develop policies, plans and procedures specific to each organization.

Further to the BCRPA guidelines, Island Health and WorkSafeBC have also provided information on best practices and procedures. Working with the guidelines and directives, staff have implemented a phased approach to follow in restarting recreation programs and services.

The following is a proposed outline of programs and services:

Staff are programming based on facility hours of 7 am to 8 pm, seven days each week with the exception of the aquatic facility which would be five days per week. Registered programs could be offered outside of these hours. Reservable drop-in activities would be offered at drop-in rates or with a punch pass.

Weight Room

Staff are planning to open the Panorama Recreation Centre weight room for reservable time slots, allowing staff to limit capacity to follow physical distancing requirements. Some equipment has been removed from the weight room and other pieces have been reorganized to provide more space for users. Staff will be on-site at all times to monitor weight room use and assist with enhanced cleaning. Registered weight room programs and personal training will take place at Greenglade Community Centre.

Fitness/Rehabilitation

Outdoor fitness and yoga classes commenced on May 26 at Panorama Recreation Centre. To limit capacity, participants must reserve a spot in advance. Staff will continue to offer these drop-in fitness classes based on demand with the dry floor arena available as a backup space in the event of inclement weather. Through the fall, some registered fitness programs will proceed indoors with reduced capacities and COVID-19 safety protocols in place.

Arena

Staff plan to open one sheet of ice earlier than usual this year to accommodate demand from youth user groups and contracted summer camps. Many user groups had to end their season early due to the closure and want to make up for that by getting back on the ice early. Staff are working to develop protocols for ice users and user groups are awaiting guidelines from their respective sport organizations. Guidance from sport organizations will provide more information to assist in guiding fall ice planning. Arena program planning for the fall includes reduced capacity skate lessons, limited public skating sessions and custom private skating and skills sessions.

Youth Programs

Planning and registration is currently underway for summer camp programs. While some camps have been cancelled, many are still being offered with modifications and all staff-led camps will be based outside. Out of school care registration for 2020/2021 is currently full with expansion to our classrooms for the fall. Fall youth programs will include camp programs for professional development days and winter break as well as some limited dance, soccer and art and outdoor-based programs.

Adult Community Recreation

Pottery drop-in with reserved time slots and limited capacity is planned. Pickleball would shift to a court booking system to ensure proper distancing. Other registered programs will proceed with some being offered outside or with smaller capacities and others delivered through online methods.

Racquet Sports

Indoor and outdoor tennis court bookings could be available June/July for the public with physical distancing guidelines and traffic flow protocols in place. Private lessons could commence in August. Booking revenue is anticipated to be fairly consistent when compared to 2019, with the exception of the facility closure period. Lessons and program revenue will be significantly decreased (28% of budget) due to cancelled tennis summer camps and anticipated protocols hindering socials and group lessons. International and local tournaments will not be possible for the remainder of 2020.

Aquatics

Based on guidelines from BCRPA, the Lifesaving Society and information provided by Island Health, aquatic facilities can be part of our phased re-opening. This would include lanes, lazy river and family spaces that could be reserved in advance, aquafit and aquaspin classes with smaller capacities and modified swim lessons. Lessons would be private bookings and would have the instructor teaching from the pool deck with family member support in the pool for younger children. Staff also anticipate that the swim club will want to return and book space in the pool for their participants.

IMPLICATIONS

Social Implications

Recreation services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of communities and support physical and mental health. Although at a decreased service level, the proposed program plan still meets the

Commission’s mission and goals of making available a wide range of services and maximizing participation under the guidelines provided.

Financial Implications

Due to the closure of the facility on March 18, 2020 and a reduction of service levels upon a phased re-opening, the ability to generate revenue through drop-in admissions, pass sales and program registrations will be reduced. Staff will need to shift how programs and services are delivered to minimize loss – online programming, use of outdoor spaces and other modifications are being pursued as options for program delivery.

Service Delivery Implications

The proposed programming above decreases the standard level of service delivery due to reduced hours of operation and reduced access to drop-in programs and services due to attendance limitations.

CONCLUSION

Under the guidance of BC’s Provincial Health Office, the Lifesaving Society, WorkSafeBC and the BC Recreation and Parks Association, staff have evaluated future recreation programs and services. Program capacities will be smaller, programs will be shifted to outdoor spaces or larger spaces and program delivery models will change; however, a wide range of programs and services can still be delivered to the Saanich Peninsula community.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

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



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF TUESDAY, JUNE 09, 2020**

SUBJECT **Financial Forecast for Reopening of Operations**

ISSUE SUMMARY

To inform the Commission of the 2020 financial forecast for the reopening of operations after the facility closure due to COVID-19.

BACKGROUND

To support community health and prevent the spread of COVID-19, the Peninsula Recreation Commission directed staff to close recreation facilities as of 5 pm on March 17, 2020. All Panorama Recreation programs and services ceased until further notice, with the exception of Spring Break camps which remained in operation until 5 pm on March 20, 2020.

The proposed phased reopening of facilities, programs and services is based on facility hours of 7 am to 8 pm seven days a week with the exception of aquatics, which is based on five days a week. Registered outdoor classes and registered weight room time slots will be offered with admission based on a drop-in fee or per visit punch pass.

Due to new regulations that limit group sizes and enhanced safety protocols, we will now commence cancelling all dated membership passes (pro-rated from March 18, 2020) and apply account credits respectively. The credit may be used for the purchase of punch cards or drop-in visits once our facility's programs and services resume operation. No additional membership pass revenue was included in the financial forecast.

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission approve the proposed phased re-opening of facilities, programs and services with reduced hours and services.

Alternative 2

That the Peninsula Recreation Commission approve not re-opening the aquatic facility in the proposed phased re-opening of facilities, programs and services with reduced hours and services.

IMPLICATIONS

Financial Implications

The forecasted deficit for the proposed phased re-opening of facilities, programs and services with capital transfers included is \$413,562 (see Appendix A).

Should the aquatics facility remain closed until at least December 31, 2020, the forecasted deficit would be reduced by \$82,634 (see Appendix B).

In alignment with Local Government Act Section 374 (11), if actual expenditures exceed actual revenues, any deficiency must be included in the future year's financial plan. In order to mitigate the financial impact on the 2021 financial plan, the forecasted deficit can be covered through reduced planned transfers to the capital reserve of \$411,204 and transfers to the equipment replacement fund of \$396,000. The choice to reduce the capital transfer or include the deficit into the 2021 financial plan can be determined in the fall when the actual deficit can be more accurately calculated. The formal budget amendment for 2020 will be put forward in the fall.

Social Implications

Recreation services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of communities and support physical and mental health. Although at a decreased service level, the proposed program plan still meets the Commission's mission and goals of making available a wide range of services and maximizing participation under the guidelines provided.

CONCLUSION

The forecasted deficit of the phased re-opening of facility, programs and services is between \$330,929 and \$413,562 depending on the re-opening of the aquatic facility in 2020. Staff have evaluated future recreation programs and services. A wide range of programs and services can still be delivered to the Saanich Peninsula community as staff shift programing to a lower number of participants in programs and drop in activities, use outdoor or larger spaces and modify program delivery models.

RECOMMENDATION

That the Peninsula Recreation Commission approve the proposed phased re-opening of facilities, programs and services with reduced hours and services.

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

ATTACHMENTS

- Appendix A: Forecasted Statement of Operations to December 31, 2020
- Appendix B: Forecasted Statement of Operations to December 31, 2020 – Aquatic Facility Remains Closed to December 31, 2020

PANORAMA RECREATION - FORECASTED STATEMENT OF OPERATIONS TO DECEMBER 31, 2020

	2020 BUDGET	2020 YTD ACTUAL April 30, 2020	2020 ESTIMATED	VARIANCE BUDGET TO ESTIMATED
DIRECT OPERATING REVENUES				
Admissions	331,587	78,120	315,926	(15,661)
Pass sales	1,136,053	246,150	360,189	(775,864)
Partnerships /Employee Wellness Program	271,100	46,443	46,443	(224,657)
Programs	1,732,326	411,419	792,739	(939,587)
Rentals	896,734	217,888	447,256	(449,478)
Other (fees, commissions)	129,840	36,957	37,272	(92,568)
TOTAL DIRECT OPERATING REVENUES	4,497,640	1,036,977	1,999,825	(2,497,815)
DIRECT OPERATING EXPENSES				
Instructional Services	356,980	78,707	146,103	(210,877)
Operating supplies	179,042	21,314	68,266	(110,776)
Repairs & Maintenance (pool, arena, racquet)	201,412	48,150	167,117	(34,295)
Travel & vehicle costs	17,149	7,602	13,149	(4,000)
Wages & Benefits	2,440,238	650,022	1,445,941	(994,297)
Other (Staff training, licences, fees, dues, memberships)	36,489	9,436	19,610	(16,879)
TOTAL DIRECT OPERATING EXPENSES	3,231,310	815,230	1,860,185	(1,371,125)
CONTRIBUTION DIRECT OPERATIONS	1,266,330	221,747	139,640	(1,126,690)
INDIRECT EXPENSES- ADMIN., MAINTENANCE				
Advertising	90,000	20,347	35,000	(55,000)
Capital	-	-	-	-
Contract for services & legal	47,990	3,897	12,387	(35,603)
CRD charges (IT, HR, payroll, finance)	436,587	145,529	436,587	-
Insurance	41,980	-	41,980	-
Leasehold Improvements	40,000	-	40,000	-
Licences, fees & dues	118,248	19,300	88,682	(29,566)
Rentals - Facilities and Equipment (CSCC & NSMS)	88,495	(27,054)	86,495	(2,000)
Repairs & Maint. (general)	82,858	30,502	66,658	(16,200)
Supplies	145,216	68,193	142,779	(2,437)
Travel & vehicle costs	24,269	10,201	22,846	(1,423)
Utilities (hydro, sewer, water & phone)	815,780	189,876	714,809	(100,971)
Wages & Benefits	2,759,380	892,371	2,381,643	(377,737)
Other (meetings, printing costs, admin. staff training)	72,630	12,583	31,743	(40,887)
Contingency	50,000	-	50,000	-
TOTAL INDIRECT EXPENSES	4,813,433	1,365,746	4,151,609	(661,824)
INDIRECT REVENUES				
Payments in lieu of taxes & Recovery	160,875	160,875	160,875	-
Donations & Sponsorships	26,600	88	16,088	(10,512)
Interest income	9,160	135	9,160	-
TOTAL INDIRECT REVENUES	196,635	161,098	186,123	(10,512)
NET CONTRIBUTIONS (DEFICIT)	(3,350,468)	(982,901)	(3,825,845)	(475,378)
TRANSFERS & DEBT				
Equipment Replacement Fund	396,000	132,000	396,000	-
Transfers to General Capital Fund	-	-	-	-
Transfer to Capital Reserve fund	411,204	-	411,204	-
Transfer to Internal Reserve	7,728	-	7,728	-
Debt-interest payments	323,618	85,841	261,803	(61,815)
Debt-Principal payments	507,439	317,762	507,439	-
MFA Debt Reserve interest	(2,610)	-	(2,610)	-
TOTAL TRANSFERS & DEBT	1,643,379	535,603	1,581,564	(61,815)
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	(4,993,847)	(1,518,504)	(5,407,409)	(413,563)
Requisition	4,993,847	-	4,993,847	-
NET OPERATIONS	0	(1,518,504)	(413,562)	(413,563)

PANORAMA RECREATION - FORECASTED STATEMENT OF OPERATIONS TO DECEMBER 31, 2020

Aquatic facility remains closed to December 31, 2020

	2020 BUDGET	2020 YTD ACTUAL April 30, 2020	2020 ESTIMATED	VARIANCE BUDGET TO ESTIMATED
DIRECT OPERATING REVENUES				
Admissions	331,587	78,120	282,139	(49,448)
Pass sales	1,136,053	246,150	360,190	(775,863)
Partnerships /Employee Wellness Program	271,100	46,443	46,443	(224,657)
Programs	1,732,326	411,419	773,240	(959,086)
Rentals	896,734	217,888	441,256	(455,478)
Other (fees, commissions)	129,840	36,957	37,272	(92,568)
TOTAL DIRECT OPERATING REVENUES	4,497,640	1,036,977	1,940,539	(2,557,101)
DIRECT OPERATING EXPENSES				
Instructional Services	356,980	78,707	146,103	(210,877)
Operating supplies	179,042	21,314	65,266	(113,776)
Repairs & Maintenance (pool, arena, racquet)	201,412	48,150	167,117	(34,295)
Travel & vehicle costs	17,149	7,602	13,149	(4,000)
Wages & Benefits	2,440,238	650,022	1,307,425	(1,132,813)
Other (Staff training, licences, fees, dues, memberships)	36,489	9,436	19,206	(17,284)
TOTAL DIRECT OPERATING EXPENSES	3,231,310	815,230	1,718,265	(1,513,045)
CONTRIBUTION DIRECT OPERATIONS	1,266,330	221,747	222,274	(1,044,057)
INDIRECT EXPENSES- ADMIN., MAINTENANCE				
Advertising	90,000	20,347	35,000	(55,000)
Capital	-	-	-	-
Contract for services & legal	47,990	3,897	12,387	(35,603)
CRD charges (IT, HR, payroll, finance)	436,587	145,529	436,587	-
Insurance	41,980	-	41,980	-
Leasehold Improvements	40,000	-	40,000	-
Licences, fees & dues	118,248	19,300	88,682	(29,566)
Rentals - Facilities and Equipment (CSCC & NSMS)	88,495	(27,054)	86,495	(2,000)
Repairs & Maint. (general)	82,858	30,502	66,658	(16,200)
Supplies	145,216	68,193	142,779	(2,437)
Travel & vehicle costs	24,269	10,201	22,846	(1,423)
Utilities (hydro, sewer, water & phone)	815,780	189,876	714,809	(100,971)
Wages & Benefits	2,759,380	892,371	2,381,643	(377,737)
Other (meetings, printing costs, admin. staff training)	72,630	12,583	31,743	(40,887)
Contingency	50,000	-	50,000	-
TOTAL INDIRECT EXPENSES	4,813,433	1,365,746	4,151,609	(661,824)
INDIRECT REVENUES				
Payments in lieu of taxes & Recovery	160,875	160,875	160,875	-
Donations & Sponsorships	26,600	88	16,088	(10,512)
Interest income	9,160	135	9,160	-
TOTAL INDIRECT REVENUES	196,635	161,098	186,123	(10,512)
NET CONTRIBUTIONS (DEFICIT)	(3,350,468)	(982,901)	(3,743,212)	(392,744)
TRANSFERS & DEBT				
Equipment Replacement Fund	396,000	132,000	396,000	-
Transfers to General Capital Fund	-	-	-	-
Transfer to Capital Reserve fund	411,204	-	411,204	-
Transfer to Internal Reserve	7,728	-	7,728	-
Debt-interest payments	323,618	85,841	261,803	(61,815)
Debt-Principal payments	507,439	317,762	507,439	-
MFA Debt Reserve interest	(2,610)	-	(2,610)	-
TOTAL TRANSFERS & DEBT	1,643,379	535,603	1,581,564	(61,815)
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	(4,993,847)	(1,518,504)	(5,324,776)	(330,929)
Requisition	4,993,847	-	4,993,847	-
Prior year's surplus	-	-	-	-
NET OPERATIONS	0	(1,518,504)	(330,929)	(330,929)



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF TUESDAY, JUNE 09, 2020**

SUBJECT Maintenance Update

ISSUE SUMMARY

To provide information on the Maintenance Department.

Weight Room Upgrades

Maintenance staff have been working on refreshing the weight room, mezzanine and spin room. These rooms have been repainted with a new colour scheme and updated with wood feature walls. Water fountains and bottle fillers are also being replaced with touchless bottle fillers.

Pool Shut Down

The annual pool shut down is nearing completion. Staff have performed a deep cleaning of the change rooms, pool deck, sauna and steam room. Highlights of the many completed tasks include tile and grout repair, painting, refinishing of change room benches, caulking and waxing of the slide and replacement of the main pool impellers.

Pool Slide Railing

The steel painted hand and guardrails that lead up to the slide have been removed due to structural rust damage. A new polished stainless steel system is in production and will be installed in June.

Arena B Power Distribution

Sasco Contracting was awarded the Arena B power distribution project. The project is on time and scheduled for completion in June.

CONCLUSION

The above repairs and improvements are part of the capital and 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