



**PENINSULA RECREATION COMMISSION**  
**Tuesday, July 21, 2020 at 1:30 pm**  
**Greenglade Community Centre**  
**Room 6, 2151 Lannon Way, Sidney, BC**

**AGENDA**

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1. Approval of Agenda
  2. Adoption of Minutes of June 9, 2020
  3. Chair's Remarks
  4. Presentations/Delegations
  5. Commission Business
    - a) 2020 Financial Plan Amendment Report
    - b) Central Saanich Facilities Select Committee Report
    - c) Annual Pass Review – Verbal Report
  6. New Business
  7. Adjournment
- Next Meeting – Call of the Chair



**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Tuesday, June 09, 2020, in the Boardroom, 1885 Forest Park Drive,  
North Saanich, BC**

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**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, N. Paltiel, C. Rintoul

**Staff:** M. Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and  
Operations; Stephen Henderson, Manager, CRD Real Estate Services;  
A. Sharp, Manager, Administrative Services

**Absent:** Commissioner Windsor

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 with the addition of 6. a) Future Commission Meetings.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,  
That the minutes of the April 23, 2020 meeting be adopted.

**CARRIED**

**3. Chair's Remarks**

Chair Daly expressed thanks to all Panorama Recreation staff, including those that have been redeployed to other departments, for their work during this time.

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

**5. Commission Business**

**a) Restarting Programs and Services Report**

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

- status of Summer Works Grant applications
- system for reserving programs
- programming schedule for racquet sports, the aquatic facility and outdoor fitness classes
- timeline for the installation of a second sheet of ice
- possibility of offering some programs online

- reservable time slots for the weight room
- protocol regarding change rooms
- consistency of programming throughout the region
- maximum capacity of facilities

L. Brewster advised that a request had been received from the Sidney Emergency Operations Centre for Panorama Recreation to provide shower access for vulnerable residents. Capital Regional District Protective Services has determined that access is not possible at this time due to the very structured, phased opening of facilities and services.

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

**CARRIED**

#### **b) Financial Forecast for Reopening of Operations Report**

L. Brewster advised that although the report states that the formal budget amendment for 2020 will be put forward in the fall, the timeline has now changed to July. A Commission meeting will be held in July to present the amendment.

A. Sharp provided an overview of the report. The Commission discussed the following points:

- community feedback regarding the need for the aquatic facility
- rationale for the cancellation of membership passes and the need to convey this to patrons
- implications of reducing transfers to the capital reserve
- reservable areas and capacity levels in aquatic facility
- operating costs for aquatic facility in 2018 and 2019
- tracking program reservations to determine those reserved by membership pass holders

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,  
That the proposed phased re-opening of facilities, programs and services with reduced hours and services be approved.

**CARRIED**

#### **c) Maintenance Update Report**

M. Curtis provided an overview of the report. The Commission sought clarification on the following points:

- timeline for aquatic facility change rooms to be open
- cost difference between painted steel rails and stainless steel rails for the pool slide

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

**CARRIED**

6. New Business

a) Future Commission Meetings

The Commission discussed whether future meetings would be held in person or electronically. Staff were requested to canvas commissioners to determine their preference.

b) Weight Room Cleaning Protocol

The Commission sought clarification on the cleaning protocol. Staff advised that users will be provided with their own disinfectant spray bottle before entering the weight room and will be directed to clean equipment before and after use. Staff will monitor the weight room at all times and clean equipment between reserved time slots.

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) (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.

**CARRIED**

8. **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.

**CARRIED**

9. Adjournment

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Imrie,  
That the meeting be adjourned at 3:12 pm.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF TUESDAY, JULY 21, 2020

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**SUBJECT**    2020 Financial Plan Amendment

### **ISSUE SUMMARY**

To seek approval from the Capital Regional District (CRD) Board to amend the 2020 Panorama Recreation financial plan for forecasted deficit due to COVID-19.

### **BACKGROUND**

At its June 8, 2020 meeting, the Peninsula Recreation Commission approved the proposed phased reopening of facilities, programs and services. The forecasted deficit of the phased reopening of facilities, programs and services (including the aquatic facility) is \$413,562.

In alignment with Local Government Act Section 374 (5), the Panorama Recreation Centre service is required to balance the change in the budget by ensuring proposed expenditures and transfers do not exceed the total proposed funding.

### **ALTERNATIVES**

#### *Alternative 1*

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Panorama Recreation financial plan be amended to reduce the planned transfers to the capital reserve by \$411,204 and transfers to the operating reserve by \$2,358 to cover the forecasted deficit of \$413,562, as a result of the COVID-19 closures and phased re-opening plan, as outlined in Appendix A.

#### *Alternative 2*

That the 2020 Panorama Recreation financial plan amendment be referred back to staff for additional information.

### **IMPLICATIONS**

#### *Financial Implications*

At its January 23, 2020 meeting, the Peninsula Recreation Commission approved the transfer of the 2019 year-end operating surplus to the capital reserve. The 2019 operating surplus for 2019 was \$571,638.

The transfer of the 2019 operating surplus effectively pre-paid the 2020 capital transfers and results in no negative impact on the 2020-2024 capital plan. The ending capital reserves balance was projected for December 31, 2024, at \$2,803,008 in the 2020-2024 capital plan. With the addition of the 2019 operating surplus transfer and the reduction of the 2020 transfer, the new

estimated balance of the capital reserve at December 31, 2024, is \$3,032,767. The reduction of the 2020 transfers to capital have no negative impact on the capital plan.

In an effort to mitigate costs and potential losses as a result of the facility closure, auxiliary staff were laid off on March 31, 2020; regular staff, excluding maintenance, as of April 27, 2020, were placed on furlough and redeployed to other CRD operations. In development of the phased re-opening plan, staff balanced mitigating costs and meeting the Commission’s mission and goals of making available a wide range of services and maximizing participation under the guidelines provided from BCRPA, Island Health and WorkSafeBC.

Looking forward to 2021, staff have not built any impacts of COVID-19 into the current 2020-2024 financial plan. This will be reviewed in October when service levels are considered and the provisional budget for 2021 to 2025 is presented.

**CONCLUSION**

As a result of the forecasted deficit from the COVID-19 closures and phased re-opening of facilities, programs and services, an amendment is required to balance the 2020 budget. Appendix A shows the proposed amendment to Panorama Recreation Center’s 2020-2024 Committee Summary. The amendment balances the forecasted deficit by reducing the 2020 budgeted contribution to capital reserve by \$411,204 and operating reserve by \$2,358.

**RECOMMENDATION**

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Panorama Recreation financial plan be amended to reduce the planned transfers to the capital reserve by \$411,204 and transfers to the operating reserve by \$2,358 to cover the forecasted deficit of \$413,562, as a result of the COVID-19 closures and phased re-opening plan, as outlined in Appendix A.

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 2020-2024 Panorama Recreation Center Committee Summary

PANORAMA RECREATION	2019		Approved Budget				Revised Budget	FUTURE PROJECTIONS			
	BOARD BUDGET	2019 ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>											
Salaries and Wages	4,758,947	4,917,867	5,085,320	114,298	-	5,199,618	3,827,584	5,334,523	5,458,888	5,572,751	5,688,935
Utilities	645,422	554,524	756,547	-	-	756,547	655,576	714,265	635,974	659,955	684,862
Recreation Programs and Special Events	474,171	458,888	448,774	-	-	448,774	165,103	508,220	465,869	474,812	482,047
Operating Supplies & Promotion	404,082	291,638	343,393	-	-	343,393	226,934	350,691	363,726	366,161	379,904
Maintenance and Repairs	413,710	377,007	373,016	-	-	373,016	330,521	407,401	455,657	461,059	428,115
Internal Allocations	368,322	389,766	429,387	9,200	-	438,587	436,587	481,475	525,903	536,682	547,681
Licences/Surveys/Legal/Meeting	146,481	154,390	161,337	-	-	161,337	138,106	174,625	183,561	193,339	204,116
Advertising/Printing/Brouchures/Signs	124,916	87,144	105,133	-	-	105,133	42,693	106,443	107,759	109,081	110,412
Telephone/IT & Network Systems	58,129	49,688	54,378	-	-	54,378	54,378	56,326	57,672	59,059	60,587
Vehicles and Travel	73,533	65,636	85,008	-	-	85,008	55,361	88,016	89,227	90,433	92,639
Insurance	42,390	42,390	41,980	-	-	41,980	41,980	42,900	43,840	44,810	45,800
Contingency	50,000	-	50,000	-	-	50,000	50,000	50,000	50,000	50,000	50,000
<b>TOTAL OPERATING COSTS</b>	<b>7,560,103</b>	<b>7,388,938</b>	<b>7,934,273</b>	<b>123,498</b>	<b>-</b>	<b>8,057,771</b>	<b>6,024,822</b>	<b>8,314,886</b>	<b>8,438,076</b>	<b>8,618,142</b>	<b>8,775,098</b>
<b>CAPITAL / RESERVE</b>											
Transfer to Operating Reserve Fund	7,575	7,575	7,728	-	-	7,728	5,370	7,805	7,883	7,962	8,042
Transfer to Capital Reserve Fund	391,680	963,333	411,204	-	-	411,204	-	419,428	427,816	436,372	920,363
Transfer to Equipment Replacement Fund	396,000	396,000	396,000	-	-	396,000	396,000	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>795,255</b>	<b>1,366,908</b>	<b>814,932</b>	<b>-</b>	<b>-</b>	<b>814,932</b>	<b>401,370</b>	<b>823,233</b>	<b>831,699</b>	<b>840,334</b>	<b>1,324,405</b>
DEBT CHARGES	832,041	799,108	771,574	46,455	-	818,029	756,214	926,637	926,637	857,737	378,110
<b>TOTAL COSTS</b>	<b>9,187,399</b>	<b>9,554,955</b>	<b>9,520,779</b>	<b>169,953</b>	<b>-</b>	<b>9,690,732</b>	<b>7,182,406</b>	<b>10,064,756</b>	<b>10,196,412</b>	<b>10,316,213</b>	<b>10,477,613</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-	-
<b>OPERATING LESS RECOVERIES</b>	<b>9,187,399</b>	<b>9,554,955</b>	<b>9,520,779</b>	<b>169,953</b>	<b>-</b>	<b>9,690,732</b>	<b>7,182,406</b>	<b>10,064,756</b>	<b>10,196,412</b>	<b>10,316,213</b>	<b>10,477,613</b>
<b>FUNDING SOURCES (REVENUE)</b>											
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-	-
Fee Income	(3,211,825)	(3,508,425)	(3,427,318)	(100,877)	-	(3,528,195)	(1,520,819)	(3,644,828)	(3,738,489)	(3,824,327)	(3,904,705)
Rental Income	(923,279)	(966,610)	(944,365)	(20,180)	-	(964,545)	(478,406)	(979,526)	(1,000,048)	(1,021,090)	(1,042,337)
Sponsorships	(47,069)	(69,412)	(35,770)	-	-	(35,770)	(12,459)	(35,770)	(35,770)	(35,770)	(35,770)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(51,000)	-	-	-
Payments - In Lieu of Taxes	(170,910)	(170,910)	(160,875)	-	-	(160,875)	(160,875)	(170,910)	(170,910)	(170,910)	(170,910)
Grants - Other	-	(5,283)	(7,500)	-	-	(7,500)	(16,000)	(7,500)	(7,500)	(7,500)	(7,500)
<b>TOTAL REVENUE</b>	<b>(4,353,083)</b>	<b>(4,720,639)</b>	<b>(4,575,828)</b>	<b>(121,057)</b>	<b>-</b>	<b>(4,696,885)</b>	<b>(2,188,559)</b>	<b>(4,889,534)</b>	<b>(4,952,717)</b>	<b>(5,059,598)</b>	<b>(5,161,221)</b>
<b>REQUISITION</b>	<b>(4,834,316)</b>	<b>(4,834,316)</b>	<b>(4,944,951)</b>	<b>(48,896)</b>	<b>-</b>	<b>(4,993,847)</b>	<b>(4,993,847)</b>	<b>(5,175,221)</b>	<b>(5,243,695)</b>	<b>(5,256,615)</b>	<b>(5,316,391)</b>
PARTICIPANTS: North Saanich, Sidney, Central Saanich											
AUTHORIZED POSITIONS:											
Salaried	31.35	31.35	31.35	3.50	0.00	34.85	34.85	34.85	34.85	34.85	34.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50	0.50



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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF TUESDAY, JULY 21, 2020

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**SUBJECT**     **Central Saanich Recreation Facilities Select Committee**

### **ISSUE SUMMARY**

To seek approval from the Capital Regional District (CRD) Board for the Peninsula Recreation Commission to create a select committee to explore opportunities for recreation facilities in Central Saanich.

### **BACKGROUND**

At its meeting of February 27, the Peninsula Recreation Commission approved the following motion:

*That a select committee be appointed comprised of Lorraine Brewster, Stephen Henderson, Ted Daly and Niall Paltiel to explore opportunities for recreation facilities in Central Saanich.*

The purpose of the select committee is to investigate potential sites for recreation services as identified in a recent needs assessment and the 2016-2020 strategic plan. The Board Procedure Bylaw requires that the Board (or Chair, if delegated by the Board) establish a select committee, appoint members and approve the terms of reference.

### **ALTERNATIVES**

#### *Alternative 1*

The Peninsula Recreation Commission recommends to the CRD Board:

1. That a select committee be created to explore opportunities for recreation facilities in Central Saanich;
2. That the following individuals be appointed as members of the select committee: Lorraine Brewster, Stephen Henderson, Ted Daly, Niall Paltiel; and
3. That the terms of reference, attached as Appendix A, be approved and forwarded to the select committee for information.

#### *Alternative 2*

The CRD Board not establish a select committee to explore opportunities for recreation facilities in Central Saanich at this time.

### **IMPLICATIONS**

#### *Alignment with Existing Plans & Strategies*

The 2016-2020 strategic plan for the Peninsula Recreation Commission identified conducting an evaluation of facility needs in Central Saanich. A needs assessment was conducted and indicated



that additional recreation programs and services be implemented in the community which is impacting available space in existing facilities.

**CONCLUSION**

The Peninsula Recreation Commission has passed a motion to appoint a select committee to explore opportunities for recreation facilities in Central Saanich. The CRD Procedure Bylaw requires this motion to be recommended to the CRD Board for approval.

**RECOMMENDATION**

The Peninsula Recreation Commission recommends to the CRD Board:

1. That a select committee be created to explore opportunities for recreation facilities in Central Saanich;
2. That the following individuals be appointed as members of the select committee: Lorraine Brewster, Stephen Henderson, Ted Daly, Niall Paltiel; and
3. That the terms of reference, attached as Appendix A, be approved and forwarded to the select committee for information.

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

**ATTACHMENT**

Appendix A: Select Committee Terms of Reference

# Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

## **CENTRAL SAANICH FACILITIES SELECT COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Select Committee on Facilities in Central Saanich will investigate potential sites for recreation programs and services.

The committee's official name is to be:

#### **Central Saanich Facilities Select Committee**

### **1.0 PURPOSE**

The mandate of the committee is to:

- a) Investigate potential sites for recreation programs and services in Central Saanich, and
- b) Define the scope of the facility to include program space and a weight room based on the results of the needs assessment in Central Saanich.

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The committee will make recommendations to the Peninsula Recreation Commission.
- b) The term of the select committee will be 12 months.

### **3.0 COMPOSITION**

- a) The Chair, Vice-Chair and select committee members are to be appointed annually by the Peninsula Recreation Commission;
- b) Select committee members may include members of CRD and Panorama Recreation staff.
- c) The select committee will be comprised of up to (5) members.

### **4.0 PROCEDURES**

- a) The committee shall meet when an opportunity comes forward for a potential site in Central Saanich.
- b) The committee shall meet at the call of the committee Chair.

- c) The committee may request to have a presentation on a potential site for the Peninsula Recreation Commission. The committee Chair, in consultation with staff, shall determine the agenda or meetings, and any committee member may request that a matter be placed on the agenda.
- d) At the request of a committee member and with the consent of the committee Chair, guests or delegations may be invited to attend and participate in the meeting.

**5.0 RESOURCES AND SUPPORT**

- a) Larisa Hutcheson, General Manager, Parks & Environmental Services, will provide strategic support and act as a liaison.
- b) Minutes and agendas are prepared and distributed by Panorama Recreation.
- c) Panorama Recreation will provide additional administrative support as required.

*Approved by the CRD Board on \_\_\_\_\_, 2020*