



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Tuesday, July 21, 2020, at Greenglade Community Centre
Room 6, 2151 Lannon Way, Sidney, BC**

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

The meeting was called to order at 1:33 pm.

1. Approval of Agenda

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Orr,
That the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Rintoul, **SECONDED** by Commissioner Paltiel,
That the minutes of the June 9, 2020 meeting be adopted.

CARRIED

3. Chair's Remarks

Chair Daly, on behalf of all commissioners, expressed thanks to staff for working so hard through these times of COVID-19 and congratulations for getting programs up and running.

4. Presentations/Delegations: There were none.

5. Commission Business

a) 2020 Financial Plan Amendment Report

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

- current forecasted budget figures for 2021
- timeline for 2021 budget to be presented to the Commission

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,

That the Peninsula Recreation Commission recommend to the Capital Regional 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.

CARRIED

b) Central Saanich Facilities Select Committee Report

L. Brewster provided an overview of the report. The Commission discussed the composition of the Committee including the maximum number of members and whether the Committee or Commission appoints the chair and vice-chair.

The Commission directed staff to confirm with Capital Regional District Legislative Services the process for appointing the chair and vice chair.

MOVED by Commissioner Rintoul, **SECONDED** by Vice Chair Gartshore,
That the Peninsula Recreation Commission recommend 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.

CARRIED

c) Annual Pass Review Report

L. Brewster advised that the current fee structure is admission by drop-in fee or per visit pass and that annual and timed passes have been suspended. Cost by drop-in fee or per visit pass provides a higher revenue than admission by annual and timed passes and helps to balance reduced capacity and attendance. An overview of correspondence received in regards to the current fee structure was provided as well as a cost comparison for different fee structure scenarios.

The Commission discussed the following points:

- the current fee structure supports Panorama's requirement to limit and reduce potential deficit
- revenue generated by drop-in fee and per visit pass compared to annual and timed pass
- Panorama is following regional industry standards by using current fee structure
- the need to communicate to patrons the rationale for the fee structure
- timeline to review fee structure
- number of registration slots for the weight room and attendance numbers since introduction of fee structure
- impact on Leisure Involvement for Everyone (LIFE) pass holders and annual pass holders

MOVED by Commissioner Orr, **SECONDED** by Commissioner Paltiel,
That the Commission reaffirm the fee structure by drop-in fee or by drop-in pass.

CARRIED

MOVED by Commissioner Orr, **SECONDED** by Commissioner McNeil-Smith,
That the Commission direct staff to develop a media release or equivalent communication
that explains the drop-in fee rationale and associated cost pressures and review the status
in November 2020.

MOVED by Commission Rintoul, **SECONDED** by Commissioner Orr,
That the main motion be amended to remove the words “a media release or equivalent”.

CARRIED

The question was called on the main motion, as amended:

MOVED by Commission Rintoul, **SECONDED** by Commissioner Orr,
That the Commission direct staff to develop communication that explains the drop-in fee
rationale and associated cost pressures and review the status in November 2020.

CARRIED

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

7. **Adjournment**

MOVED by Vice Chair Gartshore, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be adjourned at 2:44 pm.

CARRIED

CHAIR

RECORDER