



**PENINSULA RECREATION COMMISSION**  
Thursday, January 28, 2021 at 7:00 pm  
Greenglade Community Centre, Room 6  
2151 Lannon Way, Sidney, BC

**AGENDA**

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1. Election of Vice Chair
2. Approval of Agenda
3. Adoption of Minutes of November 26, 2020
4. Chair's Remarks
5. Presentations/Delegations
6. Commission Business
  - a) Funding for 2020 Panorama Budget Deficit – Verbal Report
  - b) [2020 Operating Surplus, COVID-19 Effects and Municipal Support Report](#)
  - c) [Programs and Services COVID-19 Update Report](#)
  - d) Strategic Plan 2021-2025 – Verbal Report
  - e) [2021 Peninsula Recreation Commission Meeting Dates Report](#)
7. New Business
8. 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 Capital Regional District.
9. Adjournment

Next Meeting – February 25, 2021

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**Minutes of a Meeting of the Peninsula Recreation Commission  
Held Thursday, November 26, 2020, at Greenglade Community Centre  
Room 6, 2151 Lannon Way, Sidney, BC**

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**Present in Room 6:**

**Commissioners:** T. Daly (Chair), G. Orr, N. Paltiel, R. Windsor

**Staff:** L. Brewster, Senior Manager; M. Alsdorf, Manager, Program Services;  
M. Curtis, Manager, Facilities and Operations; S. Henderson, Manager,  
CRD Real Estate Services; A. Sharp, Manager, Administrative Services;  
S. Asdal (recorder)

**Present Electronically (Telephone):**

**Commissioners:** H. Gartshore (Vice Chair), K. Frost, R. Imrie, C. McNeil-Smith, C. Rintoul

**Staff:** S. May, Senior Manager, CRD Environmental Engineering

**Also Present:** M. Di Buono, Associate Vice President, Operations & Programs, Canadian  
Tire Jumpstart Charities

The meeting was called to order at 7:00 pm.

**1. Approval of Agenda**

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Orr,  
That the agenda be approved with the addition of 7. a) Provincial Health Officer Order.

**CARRIED**

- 2. MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Windsor,  
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 Capital Regional District.

**CARRIED**

The meeting was closed at 7:04 pm.

The Commission rose from the closed session at 8:16 pm without report.

S. Henderson and S. May left the meeting at 8:16 pm.

**3. Adoption of Minutes**

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Orr,  
That the minutes of the October 15, 2020 meeting be adopted.

**CARRIED**

**4. Chair's Remarks**

Chair Daly advised that there will not be a Commission meeting in December.

- 5. Presentations/Delegations:** There were none.

## 6. Commission Business

### a) Grant Update Report

M. Alsdorf provided an overview of the report. The Commission sought clarification on when decisions are to be expected on the grant applications.

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

**CARRIED**

Commissioner Rintoul left the meeting at 8:23 pm.

### b) Annual Pass – Verbal Report

A. Sharp advised of the following:

- Information presented at the July Commission meeting regarding the annual pass review remains the same.
- Allowing timed passes at this time could result in further deficit.
- Staff recommend that the current fee structure of admission by drop-in fee or per visit pass be maintained and that the fee structure be reviewed in the spring of 2021.

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner Orr,  
That the current fee structure of admission by drop-in fee or per visit pass be maintained and that the fee structure be reviewed in the spring of 2021.

**CARRIED**

### c) Facility Rental Fee Adjustment Requests Report

M. Alsdorf provided an overview of the report.

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Orr,  
That the waiving of facility rental fees as outlined in Table 1 be approved.

**CARRIED**

### d) Strategic Plan 2021-2025 – Verbal Report

L. Brewster advised of the following:

- A Request for Qualifications is being completed to invite consultants to submit a statement of credentials by December 18, 2020 for the preparation of the strategic plan.
- Once the Request for Qualifications process is complete, a Request for Proposals will begin with the successful applicant to start the strategic planning process in January 2021.
- The consultant will conduct workshops with the Commission and staff.
- The final report is to be completed in April 2021.

The Commission discussed the budget for the strategic planning process and current and possible future financial challenges due to COVID-19.

**MOVED** by Commissioner Windsor, **SECONDED** by Commissioner Orr,  
That the Request for Qualifications be postponed and considered at the January 2021  
Commission meeting.

**CARRIED**  
**Commissioners Gartshore, Imrie OPPOSED**

**e) Maintenance Update Report**

M. Curtis provided an overview of the report.

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

**CARRIED**

**7. New Business**

**a) Provincial Health Officer Order**

M. Alsdorf advised of the following:

- The provincial health officer order of November 19 is being updated almost daily.
- Staff are ensuring there is no social gathering of any size including outdoors.
- All indoor physical activities are cancelled pending more guidance.
- Some group outdoor fitness and yoga classes are scheduled for next week.
- Aquatic fitness classes have not been affected by the order.
- Masks must be worn in all common spaces (except when participating in a sport) and when transitioning between equipment in the weight room.
- Sports can continue but there are no spectators allowed.

The Commission expressed their appreciation to staff for their great work in adapting to the changes brought on by the pandemic.

**8. Adjournment**

**MOVED** by Vice Chair Gartshore, **SECONDED** by Commissioner Windsor,  
That the meeting be adjourned at 8:47 pm.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, JANUARY 28, 2021**

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**SUBJECT 2020 Operating Surplus, COVID-19 Effects and Municipal Support**

**ISSUE SUMMARY**

To seek approval to transfer any operating surplus to capital reserves and to update the Commission on the financial effects of COVID-19 restrictions on the 2020 budget, actuals and future operations.

**BACKGROUND**

On July 21, 2020, the Commission recommended to the Capital Regional District Board a revised 2020 budget (approved September 9, 2020) for Panorama Recreation. This amended budget recognized that the COVID-19 pandemic would have a significant effect on the revenues from programs and operations, specifically a \$2.4 million reduction in revenues. The revenue reductions were largely offset by reduction in cost related to the supply of programs and activities and the elimination of a number of discretionary expenditures, including the hiring of new and replacement staff approved in the budget. The amended budget also included changes to the reserve transfers for 2020: the capital reserve transfer of \$411,204 was eliminated, and the Operating Reserve transfer was reduced by \$2,358. These reductions will have an effect in future years on the operations of the service.

For 2021, the preliminary budget is also significantly affected by the COVID-19 restrictions. Operational revenues continue to be constrained with reduced programming and the elimination of annual passes – an estimated reduction of \$2.1 million. Again, the revenue losses are generally offset by reduced program operating costs, postponement of new positions and a reduced transfer to the capital reserve fund of \$213,826. For 2021, conditions remain in flux, as new and revised health orders continue the uncertainty relating to the pandemic. It is anticipated the public may be hesitant to return to recreation once health orders and restrictions are removed and municipal support may be required in 2021 and 2022.

The effects of the COVID-19 pandemic were extremely difficult to project for Panorama Recreation staff; with changing health orders the operations were required to change direction very quickly and adapt to unprecedented conditions. During the fall, Panorama Recreation was able to operate certain service areas that performed better than the amended budget, particularly arena rentals, tennis rentals and the pool. In addition, there were additional savings on maintenance and recreation staffing resulting from reduced service hours and programming. Preliminary results for 2020 show an estimated \$600,000 surplus allowing a restoration of capital transfers that were removed from the amended budget. See Appendix A for summary of the projected surplus.

**ALTERNATIVES**

*Alternative 1*

That the Peninsula Recreation Commission approve transfer of the 2020 operating surplus to the capital reserve fund.

*Alternative 2*

That the Peninsula Recreation Commission not approve transfer of the 2020 operating surplus to the capital reserve fund.

**ECONOMIC IMPLICATIONS**

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

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

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

**CONCLUSION**

Panorama Recreation adapted quickly to changing conditions due to the COVID-19 pandemic, reduced discretionary expenditures and provided programs and services that exceeded revenue forecasts. Preliminary results for 2020 show an estimated \$600,000 surplus, allowing a restoration of capital transfers that were removed from the amended budget.

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

**RECOMMENDATION**

That the Peninsula Recreation Commission approve transfer of the 2020 operating surplus to the capital reserve fund.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services

**ATTACHMENT**

Appendix A: Panorama Recreation, Summary of 2020 Projected Surplus

**Panorama Recreation  
Summary of 2020 Projected Surplus  
As at January 20, 2021**

2020 Amended Budget	\$ 7,182,406	
Projected Year-End Position (as at Jan 14, 2021)	<u>6,573,885</u>	
Variance	<b>\$ 608,521</b>	8%
<b>Breakdown of Variance:</b>		
<b>From Revenue</b>		
Rentals	\$ 247,558	41%
		Rentals in last quarter similar to 2019 revenue levels. Ice rentals out performed estimates and the pool generated rentals that were not anticipated at the time of the amendment.
Admission Fees	18,022	3% minor variance (1.2%) from budget
Grants other	35,332	6% Additional grants received beyond budget, related to summer camps
Sponsorships	867	0%
<b>From Expenditure</b>		
Salaries and Wages	235,795	39% Savings on salaries and wages, relating to reduced service hours and programming, reduced maintenance staffing and recreation staffing
Utilities	41,003	7% Savings with reduced active hours of facilities
Contingency	50,000	8%
Instructional services	(49,864)	-8% Use of contract instructors for specific programming, which utilize contractors rather than auxiliary staffing
Maintenance	(62,137)	-10%
Other	<u>91,943</u>	15%
<b>Projected Year-End Surplus</b>	<b>\$ 608,521</b>	



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## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 28, 2021

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**SUBJECT**    Programs and Services COVID-19 Update

### **ISSUE SUMMARY**

To provide an update on Panorama Recreation programs and services with current provincial restrictions.

### **BACKGROUND**

The current COVID-19 pandemic has required staff to modify protocols and processes to provide recreation services to the community. Orders from the Province, as well as guidance from the British Columbia Recreation and Parks Association (BCRPA), Island Health, WorkSafeBC, viaSport and the Lifesaving Society have been used to ensure safe recreation activities for the public.

All drop-in programs are now being offered on a reserved basis. Sessions are open for reservation on Fridays at 12 pm for the following week. Registered programs are also available for registration with many programs running in larger spaces, with lower capacities and with COVID protocols in place. Program staff continue to provide direct delivery in most program areas to make their operations financially viable.

The province-wide restrictions that were announced in November have evolved and changed several times over the past two months and have particularly impacted adult recreation opportunities.

#### **Weight Room**

Reserved weight room sessions and personal training continue in the weight room. Sessions are currently 84% full for 2021 sessions.

#### **Fitness/Rehabilitation**

Outdoor fitness classes continue on a smaller scale with early morning boot camp-style classes and TRX. With low-intensity fitness guidelines released in December, staff have resumed offerings of indoor low intensity fitness and rehabilitation classes, including yoga and Pilates with the required adjustments and safety plans in place. Staff have also recently introduced virtual fitness class options. Tall Tree Integrated Health continues to offer rehabilitation to the public in the Panorama weight room and pool through their rental agreement and have COVID-19 safety protocols in place.

#### **Arena**

Arena continues to offer very popular public skating sessions. The current Provincial Health Order prohibits adult sport, resulting in the cancellation of all adult hockey and skating bookings; however, all youth user group bookings remain. There have been some additional ice bookings for youth sport skills and drills.

### **Youth Programs**

Youth programs continue to operate under COVID-19 protocols and program delivery has not been impacted by the Provincial Health Order. Programs include out of school care, day camps, pottery, music and dance programs. A new offering of before school care is scheduled to commence February 1 for Kelset families.

### **Adult Community Recreation**

Pottery reservations, low intensity dance programming, singles pickleball and adult virtual programs are able to continue; however, all other adult art, music, education and language classes have been cancelled until February 5.

### **Racquet Sports**

Tennis continues to operate with singles play only for adults and youth programming. Despite the restrictions, there is still strong interest in bookings in the tennis facility.

### **Aquatics**

The aquatic department is not impacted by the current restrictions with the exception of the master's swim program. The start of the program has been delayed with the available space switched over to public sessions. Since the August re-open, staff have expanded sessions due to strong registration. January has started with over 1,500 visits to the pool each week.

## **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 program plan still meets the Commission's mission and goals of making available a wide range of services and maximizing participation under the orders/guidelines provided.

### *Financial Implications*

The current Provincial Health Order, introduced November 19, 2021 and expiring February 5, 2021 limits fitness programming and excludes many adult programs (all adult sport, art, music, and technology programs). These current restrictions are limiting revenue in those areas as well as increasing the number of community members who may not feel comfortable attending programs. Staff continue 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 modified protocols for delivery of programs and services. Program capacities have decreased, alternate facilities will be used for program delivery 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 THURSDAY, JANUARY 28, 2021**

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**SUBJECT    2021 Peninsula Recreation Commission Meeting Dates**

**ISSUE SUMMARY**

To provide the Peninsula Recreation Commission with 2021 meeting dates.

**BACKGROUND**

The Commission has traditionally met on the fourth Thursday of each month (July, August and December excepted). Following this precedent, the following dates are proposed for 2021:

- January 28
- February 25
- March 25
- April 22
- May 27
- June 24
- July 22 – Call of the Chair
- August 26 – Call of the Chair
- September 23
- October 28
- November 25
- December 9 (due to staff/Commission schedules)

**RECOMMENDATION**

That the Peninsula Recreation Commission approve the proposed 2021 Commission meeting dates.

Submitted by:	Lorraine Brewster, Senior Manager
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