



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, January 27, 2022

7:00 PM

Via [Teleconference](#)
Boardroom, 1885 Forest Park Dr,
North Saanich, BC V8L 4A3

H. Gartshore (Vice-Chair), K. Frost, R. Imrie, C. McNeil-Smith, P. Murray, G. Orr, N. Paltiel, C. Rintoul,
R. Windsor

1. Election of Chair (*Pursuant to Section 215 of the Local Government Act*)

2. Territorial Acknowledgement

3. Approval of Agenda

4. Adoption of [Minutes](#) of November 25, 2021

4.1 Minutes of the November 25, 2021 Peninsula Recreation Commission

Recommendation: That the minutes of the Peninsula Recreation Commission of November 25, 2021 be adopted as circulated.

Attachments: [Minutes – November 25, 2021](#)

5. Chair's Remarks

6. Presentations/Delegations

7. Commission Business

7.1 2021 Operating Surplus Report

Recommendation: That the Peninsula Recreation Commission approve the transfer of 50% of the 2021 operating surplus to the capital reserve, 25% of the operating surplus to the equipment replacement fund and 25% to the operating reserve fund.

Attachments: Staff Report: 2021 Operating Surplus

7.2 Programs and Services COVID-19 Update Report

Recommendation: That the Peninsula Recreation Commission receive this report for information.

Attachments: Staff Report: Programs and Services COVID-19 Update

7.3 Jumpstart Inclusive Multisport Court Update Report—Verbal

7.4 Maintenance Update Report

Recommendation: That the Peninsula Recreation Commission receive this report for information.

Attachments: Staff Report: Maintenance Update

7.5 2022 Peninsula Recreation Commission Meeting Dates Report

Recommendation: That the Peninsula Recreation Commission approve the proposed 2022 commission meeting dates.

Attachments: Staff Report: 2022 Peninsula Recreation Commission Meeting Dates

8. New Business

- 9.** 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 council considers that disclosure could reasonably be expected to harm the interests of the municipality.

11. Adjournment

The next meeting is February 24, 2022

To ensure quorum, please advise Denise Toso at dtoso@panoramarec.bc.ca if you cannot attend.

**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, November 25, 2021, at Greenglade Community Centre
Room 6, 2151 Lannon Way, Sidney, BC**

Present in Room 6:

Commissioners: T. Daly (Chair), H. Gartshore (Vice-Chair), K. Frost, R. Imrie,
C. Jensen, C. McNeil-Smith, G. Orr, C. Rintoul, R. Windsor
Staff: M. Alsdorf, Manager, Program Services; L. Brewster, Senior Manager;
M. Curtis, Manager, Facilities and Operations; K. Say, Community
Recreation Coordinator; A. Sharp, Manager, Administrative Services
Recorder: A. Bowker

Present Electronically:

Commissioners: G. Newton

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

1. Territorial Acknowledgement

Commissioner Windsor provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Orr, **SECONDED** by Commissioner Imrie,
That the agenda be approved.

CARRIED

3. Adoption of Minutes

MOVED by Commissioner Imrie, **SECONDED** by Commissioner Rintoul,
That the minutes of the October 28, 2021 meeting be adopted.

CARRIED

4. Chair's Remarks

Chair Daly noted this was his last meeting as Chair and as a member of the Commission and said it has been disappointing that COVID interrupted our delivery of services over the last few years, but staff did a tremendous job adapting. He has been on the Commission as the Central Saanich representative for the last six years and a Commission member for about 25 years, and has immensely enjoyed working with staff and Commissioners over the years.

Chair Daly thanked Lorraine Brewster and senior staff for their support and the exemplary work they do for Panorama. He asked senior staff to take that message back to all staff with his sincere thanks. He also thanked all the Commission members he has worked with over the years and remarked that the Recreation Commission is a perfect example of why the peninsula works. As well, he thanked the Central Saanich Council for their trust in appointing him as their representative for three terms.

Commissioner Windsor commented, as mayor of the municipality that has had Chair Daly as their appointed representative for the past six years, that someone with 25 years experience was the right person to lead us through the challenges of COVID. The work Chair Daly did with staff and the rest of the Commission should not go without acknowledgement. His commitment and dedication over the years has never wavered and a legacy like that doesn't come around very often.

5. Presentations/Delegations

There were none

6. Commission Business

6.1 Enabling Accessibility Fund Report – Small Projects Component

K. Say gave an overview of the report. The following topics were discussed:

- Project is fully funded through the grant
- Other priorities to address in the future based on the Rick Hanson Foundation score card are accessibility for spectators in the arena and wheelchair accessible parking

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Frost,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.2 Teen Programs and Services Report

M. Alsdorf gave an overview of the report. With the high numbers attending on Friday evenings, there are some concerns about the health and safety aspect re lobby capacity. Entry to the arena lobby will be limited to just those who are participating in activities.

The following topics were discussed:

- Contingency plans and staffing will be in place to handle extra teens showing up and will get bylaw support to do mask reminders
- Not enough staff to be able to reopen boys and girls club in Central Saanich yet but it is part of ongoing recruitment

MOVED by Commissioner Rintoul, **SECONDED** by Commissioner Orr,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.3 Budget Update on Year End Projections – Verbal Report

A. Sharp provided an update on budget projections.

- Overall performance continues to be better than expected
- Admissions are gradually increasing and now are close to 70% of 2019 numbers
- Direct revenues are \$525,000 over budget with a large part of that coming from admissions and pass sales
- Programs area also doing well and is \$200,000 over budget
- Surplus of \$350,000-450,000 projected based on what we know today

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Gartshore,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.4 Programs and Services COVID-19 Update – Verbal Report

M. Alsdorf provided an update re COVID-19.

- Some of the better-than-expected budget news is because we didn't have any additions to the health order that some other regions did around fitness and weights programs
- The COVID order was updated on October 25 as follows: vaccination requirement added for anyone working to provide programs/sports for children or youth, and for any adults participating in youth programs; pool continues to be exempt for swimming and other activities in the pool; arena sessions were removed from the exclusion of the orders for anyone over age 12; spectators required to show proof of vaccination
- Additional staff brought in on Saturday and Sunday for Everyone Welcome skate to check proof of vaccination

- Pre-school start-up program this fall fully subscribed. Received Ministry funds of \$100/family to reduce cost
- Returning to some special holiday events with Winter Wonderland skates and gingerbread house contest in lobby
- January to March programs available for online viewing now with registration starting next week
- Looking to fill events position early in new year

The following topics were discussed:

- Difference in vaccination requirements between weight room and pool seemingly due to chlorine in pool along with large spaces and ventilation systems
- Difficult for staff to manage when vaccination requirements not consistent throughout facility and they have done a tremendous job
- Code of conduct in place and rudeness to staff not tolerated
- All rental user groups are responsible for their own vaccination monitoring

MOVED by Commissioner Imrie, **SECONDED** by Commissioner Orr,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.5 Jumpstart Inclusive Multisport Court Update - Verbal

M. Curtis provided an update on the Jumpstart Multisport Court.

- Have experienced more delays on Canadian Tire Jumpstart side of things, but have now been advised that pouring for footings will be on December 3
- Cautiously optimistic paving will be done before Christmas, with the playground reopening around the new year and the court four weeks after that

The following topics were discussed:

- Actual completion should be approximately 4-5 weeks after asphalt is laid
- No implications from the recent rain other than a couple of minor roof leaks

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Orr,
That Chair Daly be invited to be part of the official opening of the Jumpstart Multisport Court.

CARRIED

6.6 December Commission Meeting - Verbal

L. Brewster advised that the next Commission meeting is scheduled for December 9, and it is being brought forward to see if the Commission wants to meet. She noted that the strategic workshop will be held on December 2. Commissioners discussed whether the December 9 meeting was needed.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Rintoul,
That the December 9 meeting of the Peninsula Recreation Commission be cancelled.

CARRIED

7. New Business

No new business

8. Adjournment

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Frost,
That the meeting be adjourned at 7:45 pm.

CARRIED



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 27, 2022

SUBJECT 2021 Operating Surplus

ISSUE SUMMARY

To seek approval to transfer any 2021 operating surplus to reserves to meet the February 8, 2022 deadline.

BACKGROUND

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the capital reserve fund to help fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2021 but the exact figure will not be finalized until closer to the February deadline, as accrued payroll, internal interest and other payables are yet to be determined.

There are over \$7.35 million in capital projects and equipment replacement planned for 2022 through 2026. Staff will continue to search for grant opportunities, but without a guarantee of these funds, the planned projects must be funded from reserves or debt borrowing. The balance of the capital and equipment replacement reserve funds are estimated to be \$2.08 million at December 31, 2021.

The balance in the reserve fund relies on contributions as budgeted and is supplemented by surpluses from sinking funds as debt issues expire and operating surpluses occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure deficit.

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission approve the transfer of 50% of the 2021 operating surplus to the capital reserve, 25% of the operating surplus to the equipment replacement fund and 25% to the operating reserve fund.

Alternative 2

That the Peninsula Recreation Commission not approve the transfer of the 2021 operating surplus to the capital reserve, the equipment replacement fund and the operating 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.

Transferring operating surplus to the equipment replacement fund helps to provide an additional source of funding to ensure the long-term sustainability of equipment replacements, given rising costs due to supply chain challenges.

Conditions remain in flux as health orders continue the uncertainty relating to the pandemic. Transferring a portion of the operating surplus to the operating reserve helps to provide an additional source of funding to lower future requisition.

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 not to '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 and 2017 and neither of these debts are eligible for rate resets.

CONCLUSION

The practice of building capital, equipment and operating reserves for funding ongoing infrastructure renewal and to address the continuing uncertainty due to the pandemic 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 the transfer of 50% of the 2021 operating surplus to the capital reserve, 25% of the operating surplus to the equipment replacement fund and 25% to the operating reserve fund.

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



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, JANUARY 27, 2022

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 ongoing COVID-19 pandemic has required staff to continue 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, Island Health, WorkSafeBC, viaSport and the Lifesaving Society, have required and guided modifications and cancellations to programs and services.

In response to the Omicron variant of COVID-19, the Provincial Health Officer announced several changes to the Events & Gatherings Order, as well as a requirement to return to the more formal COVID-19 safety plans for businesses. The updates to the Events and Gatherings Order came into effect at the end of December and were in place until January 18, 2022. They included: closure of indoor fitness facilities, including adult exercise, fitness or dance classes, suspension of sport tournaments, and the limitation of 50% capacity for indoor events (recreation classes/programs). As of January 20, 2022, the weight room and indoor fitness classes are permitted to resume, following provided guidelines, and the 50% capacity in other areas continues through February 16, 2022.

Additionally, Proof of Vaccination (POV) requirements continue to be in place until January 31, 2022 and have been updated to include:

- POV is a requirement for all patrons 12 years and older to enter many indoor public spaces, such as sporting venues and fitness facilities, and now includes public pools.
- Child or youth participants attending a program for children or youth are not subject to POV—however, all adults present as volunteers, parent helpers, or spectators do require it.
- Operators must scan the QR code on a vaccine card to determine whether a participant is vaccinated. The requirement to view photo identification for those above 18 years remains in place.

Weight Room

The weight room was closed to drop-in public access during the required closure; however, Tall Tree Integrated Health was able to continue operations and staff offered the Regional Youth Weight Room Orientation, as well as a new youth weight room program on weekdays. As of January 20, the weight room has returned to limited capacity offerings with pre-bookings, following updated requirements.

Fitness/Rehabilitation

During the indoor fitness class suspension, staff offered outside fitness classes when weather permitted, as well as some free virtual programming, which was well received. Indoor fitness/rehab classes have resumed with limited capacity and reservation requirements.

Arena

Normal arena operations continue; however, staff have been reassessing safety measures, looking to reduce congestion in the lobby with reinstating some protocols from earlier in the pandemic. The Pacific Cup adult hockey tournament has been cancelled due to the current restrictions; however, ice rental revenue is targeting to exceed 2021 levels.

Youth Programs

Staff offered a week of camp for families for the first week of January due to the delayed return to school. With the addition of the preschool last fall and strong program registration, revenue is strong for January (estimated \$17,500 for 2022; \$6,000 for 2021).

Adult Community Recreation

Indoor adult programs (pottery, art, technology) are able to continue under the current restrictions; however, must operate at 50% of the room capacity and require proof of vaccination for attendees. Programs are well above 2021 revenue numbers (estimated \$11,000 for 2022; \$2,500 for 2021).

Racquet Sports

There are no changes to racquet sports in the current restrictions. Revenue is currently meeting targets for January.

Aquatics

There has been a slight drop in overall attendance in the pool since the new restrictions have been introduced; however, revenue for lessons and programs is exceeding 2021. There have been a few lesson cancellations due to staff illness but program coordinators have been working to minimize service disruptions.

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. Staff continue to evaluate operations to provide safe programs and services and offer ways for the community to connect and maintain their health within the boundaries of the Public Health Orders.

Financial Implications

The recent Public Health Order restricts adult weight room and fitness programs and services. While there will be some financial impact in those particular departments, there is strong revenue in other departments and fitness revenue is still on target to exceed 2021 for January. Staff put memberships on a temporary hold upon request from December to January 19 for exclusive fitness/weights users.

Service Delivery Implications

Service delivery continues to adjust to meet the changes in the Provincial Health Orders. Outdoor and virtual fitness classes were offered and youth weight room programs were added. Staff have adjusted to returning to the reservation system for fitness/weights and operations have been modified to reduce congestion in the facility.

CONCLUSION

Under the guidance of BC's Provincial Health Office, the Lifesaving Society, WorkSafeBC and the BC Recreation and Parks Association, staff have continued to modify protocols for delivery of programs and services to follow Provincial Health Orders and provide safe opportunities for the community to recreate.

RECOMMENDATION

That the Peninsula Recreation Commission receive this report for information.

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



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 27, 2022**

SUBJECT **Maintenance Update**

ISSUE SUMMARY

To provide information on the Maintenance Department and current Capital Projects.

Enhanced Touch Point Cleaning

As part of the COVID-19 safety plan, the maintenance department has reinstated enhanced touch point cleaning throughout public and staff areas throughout the facility. These are completed early afternoon and early evening each day.

Arena A Roof Leaks

There have been roof leaks during heavy rainfalls on the west side of Arena A beginning in early December due to fastener grommet failure in a few locations. Temporary repairs have been made each time a leak has been discovered. This has unfortunately resulted in a few ice time cancellations. Plans for permanent repairs are underway.

Pool Shut Down

Staff are in the planning stages for the annual pool shut down. Major components will be ordered early in 2022, as staff are anticipating supply chain delays. Due to be replaced in 2022 are the lap pool filters, pool controllers, pool chlorinator cells, zeolite filter media for leisure pool filters and replacement pump impellers.

Transformer Replacement

The new replacement 1500kVA transformer has been delivered to Houle Electric in Victoria. Staff will be determining an appropriate time and date to install that will minimize operational impact. This will require a 12-hour planned power outage for the facility, which will happen overnight.

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, Panorama Recreation Centre
Concurrence:	Lorraine Brewster, Senior Manager, Panorama Recreation Centre



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 27, 2022**

SUBJECT 2022 Peninsula Recreation Commission Meeting Dates

ISSUE SUMMARY

To provide the Peninsula Recreation Commission with 2022 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 2022:

- January 27
- February 24
- March 24
- April 28
- May 26
- June 30 (due to LGMA Annual Conference)
- July 28 – Call of the Chair
- August 25 – Call of the Chair
- September 29
- October 27
- November 24
- December 8 – Call of the Chair

RECOMMENDATION

That the Peninsula Recreation Commission approve the proposed 2022 Commission meeting dates.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation Centre
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