



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, March 24, 2022

6:00 PM

Via [Teleconference](#)
Greenglade, Room 6
2151 Lannon Way,
Sidney, BC V8L 3Z1

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes of February 24, 2022

3.1 Minutes of the February 24, 2022 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of February 24, 2022 be adopted as circulated.

Attachments: Minutes – February 24, 2022

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Panorama Recreation Services 2022/2023 Fees and Charges

Recommendation: That the Peninsula Recreation Commission recommend to the Capital Regional District Board:

That the proposed fees and charges be approved for inclusion in the 2022/2023 Fees and Charges Bylaw for Panorama Recreation Services.

Attachments: Staff Report: Panorama Recreation Services 2022/2023 Fees and Charges

6.2 Maintenance Update Report

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

Attachments: Staff Report: Maintenance Update

6.3 Jumpstart Multi Sport Court Update – Verbal

6.4 Jumpstart Multi Sport Court Program Delivery Update – Verbal

7. New Business

8. Adjournment

The next meeting is April 28, 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, February 24, 2022, in the Boardroom at Panorama Recreation Centre,
1885 Forest Park Drive, North Saanich, BC**

Present in Boardroom:

Commissioners: R. Imrie (Chair), H. Gartshore (Vice-Chair)

Staff: L. Brewster, Senior Manager; D. Toso (recorder)

Present Electronically:

Commissioners: K. Frost, C. McNeil-Smith, P. Murray, G. Orr, C. Rintoul

Staff: M. Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; M. Medland, Senior Financial Advisor, CRD Financial Services; A. Sharp, Manager, Administrative Services

Absent: N. Paltiel, R. Windsor

The meeting was called to order at 6:00 pm.

1. Territorial Acknowledgement

Chair Imrie provided a territorial acknowledgement.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes

MOVED by Commissioner Rintoul, **SECONDED** by Vice-Chair Gartshore,
That the minutes of the January 27, 2022 meeting be adopted.

CARRIED

4. Chair's Remarks: There were none.

5. Presentations/Delegations: There were none.

6. Commission Business

6.1. Year-End Financial Report – December 2021

A. Sharp provided an overview of the report.

MOVED by Vice-Chair Gartshore, **SECONDED** by Commissioner Frost,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.2. Arena Programs Update Report

M. Alsdorf provided an overview of the report.

MOVED by Vice-Chair Gartshore, **SECONDED** by Commissioner Frost,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.3. Jumpstart Inclusive Multisport Court Update Report – Verbal

M. Curtis provided an overview of the report.

MOVED by Vice-Chair Gartshore, **SECONDED** by Commissioner Orr,
That the Peninsula Recreation Commission receive this report for information.

CARRIED

6.4. Start Time for the Commission Meeting

Discussion ensued regarding starting the meeting at 6:00 pm

MOVED by Commissioner Rintoul, **SECONDED** by Vice-Chair Gartshore,
That the Peninsula Recreation Commission meetings start at 6:00 pm.

CARRIED

6.5. BCRPA Symposium 2022

Discussion ensued regarding:

- Historically, 2 – 3 commissionmembers attend, Chair Imrie will attend this year as will L. Brewster and some program staff
- March 24 is the deadline for early registration pricing – email Denise to arrange registration
- The program looks good with pertinent sessions on staff recruitment and retention and infrastructure

7. New Business: There was none.

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

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

The meeting was closed at 6:24 pm.

The Commission rose from the closed session at 6:45 pm without report.

Adjournment

MOVED by Vice-Chair Gartshore, **SECONDED** by Commissioner Rintoul,
That the meeting be adjourned at 6:45 pm.

CARRIED

CHAIR

RECORDER



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, MARCH 24, 2022

SUBJECT **Panorama Recreation Services 2022/2023 Fees and Charges**

ISSUE SUMMARY

To provide the Peninsula Recreation Commission with recommendations for the 2022/2023 fees and charges.

BACKGROUND

Each year, all Capital Regional District (CRD) recreation centres are required to review and analyze their fees and charges and recommend any changes for approval by the CRD Board. Existing fees and charges are compared to other recreation centres in the area. As well, other data and background information is gathered to determine social and economic conditions in the community.

The COVID-19 pandemic continues to impact Panorama Recreation operations. Staff have considered this, as well as the impact on the community, when reviewing the fees and charges. Staff are recommending no changes to admission and pass fees, and have limited changes to other fees, with the goal of supporting community health and wellness. In addition, keeping fees static may assist in bringing back community members who have not yet returned or have been using other options for recreation, particularly fitness and weights. The Employee Wellness program remains on hold, pending a review from staff once normal operations resume.

The proposed changes are listed below:

- *Adjustment to Pottery admission, per visit passes and timed passes.* A review of pottery passes was completed resulting in an increase to all pottery admission and pass rates. There is an increased operational cost to the pottery program in supplies, utilities and staffing.
- *Increase to ice rental rates.* Proposed rate increase for ice rentals are due to increasing staffing and maintenance costs, as well as alignment with Greater Victoria. Due to the continued high demand for ice rentals, the market can tolerate the increase.
- *Increase to pool rental rates.* Proposed rate increase for pool rentals are due to increasing staffing and maintenance costs, as well as alignment with Greater Victoria.

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission recommend to the Capital Regional District Board:

That the proposed fees and charges be approved for inclusion in the 2022/2023 Fees and Charges Bylaw for Panorama Recreation Services.

Alternative 2

That the proposed fees and charges, as amended, be approved for inclusion in the 2022/2023 Fees and Charges Bylaw for Panorama Recreation Services.

IMPLICATIONS

Social Implications

Maintaining current admission and pass rates without increase will continue to make recreation accessible to our community members and encourage them in a healthy lifestyle.

Economic Implications

The user fees collected by Panorama Recreation are used to reduce the tax requisition and for the delivery of recreation services. Recreation fees and charges continue to be reasonable and affordable for the majority of residents and visitors to this area. Given the current financial impact of the pandemic, an increase in admission and passes may be prohibitive to families in the post-pandemic recovery. A trend of increasing admissions, pass sales and program registration continues into pandemic recovery to generate strong revenues without an increase to admission or pass prices for the upcoming year.

CONCLUSION

Each year, the fees and charges for recreation services are re-evaluated to determine if new charges are required and if existing fees need to be adjusted. Comparing fees to other recreation centres and looking at social and economic factors, the recommendation is that most fees should remain unchanged.

RECOMMENDATION

That the Peninsula Recreation Commission recommend to the Capital Regional District Board:

That the proposed fees and charges be approved for inclusion in the 2022/2023 Fees and Charges Bylaw for Panorama Recreation Services.

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|---------------|--|
| Submitted by: | Lorraine Brewster, Senior Manager, Panorama Recreation Centre |
| Concurrence: | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENT

Appendix A: Proposed Changes for 2022/2023 Fees and Charges

| 2021 Bylaw 4440 Fees and Charges | | | Proposed Changes for 2022/2023 | % Change |
|---|--|----------|-----------------------------------|----------|
| DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax | | | | |
| Adult (19 – 59) | Single Admission | \$6.75 | | |
| | 10x | \$60.80 | | |
| | 25x | \$143.75 | | |
| | 50x | \$270 | | |
| | 1 month | \$57 | | |
| | 3 month | \$136 | | |
| | 6 month | \$234 | | |
| | 12 month Pass Plus (with benefits) | \$420 | | |
| | 12 month Basic Pass (without benefits) | \$372 | | |
| Senior (60 plus) | Single Admission | \$5.50 | | |
| | 10x | \$49.50 | | |
| | 25x | \$117 | | |
| | 50x | \$220 | | |
| | 1 month | \$57 | | |
| | 3 month | \$136 | | |
| | 6 month | \$234 | | |
| | 12 month Pass Plus (with benefits) | \$420 | | |
| | 12 month Basic Pass (without benefits) | \$372 | | |
| Senior (90 plus) | Lifetime Membership | Free | | |
| Children and Youth (6 – 18) | Single Admission | \$3.50 | | |
| | 10x | \$31.50 | | |
| | 25x | \$74.50 | | |
| | 50x | \$140.00 | | |
| | 12 month | \$69.00 | | |
| | With Valid Parent Adult 12 month Pass Plus | Free | | |
| Family (Max. 5) | Single Admission | \$13.50 | | |
| Other Drop-in Fees (fees inclusive of tax) | | | | |
| Yoga | Single Admission | \$12.50 | | |
| Kindergym | First child | \$5.00 | | |
| | Additional sibling | \$2.00 | | |

| 2021 Bylaw 4440 Fees and Charges | | | Proposed Changes for 2022/2023 | % Change |
|--|------------------|-------|--------------------------------|----------|
| Greenglade (fees inclusive of tax) | | | | |
| Pottery | Single Admission | \$8 | Increase to \$8.50 | 6.25% |
| | 10x | \$72 | Increase to \$76 | 5.56% |
| | 10x (youth) | \$65 | Increase to \$69 | 6.15% |
| | 25x | \$176 | Increase to \$185 | 5.11% |
| | 25x (youth) | \$155 | Increase to \$164 | 5.81% |
| | 6 Month | \$240 | Increase to \$252 | 5% |
| | 1 year | \$380 | Increase to \$399 | 5% |
| RACQUET SPORTS (Subject to applicable tax) | | | | |
| Rates per hour unless otherwise noted* | | | | |
| Outdoor Tennis | \$5.71 | | | |
| Tennis – Prime | \$26.67 | | | |
| Tennis – Economy | \$24.76 | | | |
| Tennis – Non-Prime | \$15.24 | | | |
| Squash – Prime (45 minutes) | \$15.24 | | | |
| Squash – Non-Prime (45 minutes) | \$12.14 | | | |
| Racquet – Rental | \$2.38 | | | |
| Rates per day | | | | |
| Complex – Off Season | \$1,568.86 | | | |
| Complex – In Season | \$2,195.43 | | | |
| Complex – Off Season Commercial | \$2,195.43 | | | |
| Complex – In Season Commercial | \$2,622.86 | | | |
| *See Panorama Recreation brochure for the definition of prime, non-prime and economy. Off Season is defined as being between May 1 st and September 30 th . | | | | |
| AQUATICS (Subject to applicable tax) | | | | |
| Rates per hour | | | | |
| Pool Rental – Youth | \$109.52 | | Increase to \$112 | 2.26% |
| Pool Rental – Adult | \$148 | | Increase to \$151 | 2.03% |
| Pool Rental – Commercial | \$166 | | Increase to \$170 | 2.41% |
| Pool Rental – Lifeguard/Instructor (additional staff) ** | \$32/hr | | Increase to \$35 | 9.38% |
| Lane Rental – Youth | \$14 | | Increase to \$14.25 | 1.79% |

| 2021 Bylaw 4440 Fees and Charges | | Proposed Changes for 2022/2023 | % Change |
|---|---------|-----------------------------------|----------|
| Lane Rental – Adult | \$20.25 | Increase to \$20.75 | 2.47% |
| Lane Rental – Commercial | \$23.50 | Increase to \$24 | 2.13% |
| <p>**Lifeguard/Instructor is additional charge at times outside of normal operating hours and where additional staff is needed.</p> <p>Max participants per lifeguard = 35 (additional lifeguard charges apply to larger groups).</p> <p>Pool rentals do not include slide use. Slide use will require an additional 2 lifeguards.</p> | | | |
| ARENA FACILITY (Subject to applicable tax, unless otherwise stated) | | | |
| Rates per hour unless otherwise noted | | | |
| Ice – Adult Prime* | \$221 | Increase to \$223 | 0.90% |
| Ice – Adult Non-Prime | \$171 | Increase to \$175 | 2.24% |
| Ice – Adult Midnight** | \$112 | Increase to \$114 | 1.75% |
| Ice – Youth Prime | \$118 | | |
| Ice – Youth Non-Prime | \$99 | | |
| Junior B Game **** | \$128 | | |
| Ice – Commercial (Tournament rate e.g. Pacific Cup)*** | \$220 | | |
| Dry Floor – Adult | \$71 | | |
| Dry Floor – Adult League | \$69 | | |
| Dry Floor – Youth | \$46 | | |
| Dry Floor – Youth League | \$44 | | |
| Dry Floor – Commercial (Trade Show) | \$73 | | |
| Skate Rental | \$3.33 | | |
| Arena Staff | \$32/hr | Increase to \$35 | 9.38% |
| Rates per day | | | |
| Complex – Ice Season Commercial (per day) | \$2,700 | | |
| Complex – Dry Floor Commercial (per day) | \$1,095 | | |
| <p>* See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime time.</p> <p>** Adult Midnight is charged between 12:00am and 5:00am Monday to Friday</p> <p>***Commercial rate may vary depending on market demand (fee is charged for both Prime and Non-Prime times)</p> <p>****Additional \$25 per hour to be charged if Panthers do not supply security</p> | | | |

| 2021 Bylaw 4440 Fees and Charges | | Proposed Changes for 2022/2023 | % Change |
|---|------------|-----------------------------------|----------|
| PANORAMA ROOM/FACILITY RENTAL (Subject to applicable tax) | | | |
| <i>Rates per hour unless otherwise noted</i> | | | |
| Boardroom – Youth | \$21.50 | | |
| Boardroom – Adult | \$28 | | |
| Boardroom – Commercial and Birthday Party | \$33 | | |
| Island Room – Youth | \$20.50 | | |
| Island Room – Adult | \$26.50 | | |
| Island Room – Commercial and Birthday Party | \$35 | | |
| Fitness Studio – Youth | \$29 | | |
| Fitness Studio – Adult | \$43 | | |
| Fitness Studio – Commercial and Birthday Party | \$52 | | |
| Spin Room – Youth | \$28 | | |
| Spin Room – Adult | \$42 | | |
| Spin Room – Commercial and Birthday Party | \$48 | | |
| Lobby/Concourse | \$12 | | |
| Poolside Room - Youth | \$17.50 | | |
| Poolside Room – Adult | \$26.50 | | |
| Poolside Room – Commercial and Birthday Party | \$35 | | |
| ARC Room - Youth | \$17.50 | | |
| ARC Room - Adult | \$26.50 | | |
| ARC Room – Commercial and Birthday Party | \$35 | | |
| Parking Lot - Commercial | Negotiated | | |
| Parking Lot Per Zone/Day | \$75 | | |
| CENTRAL SAANICH CULTURAL CENTRE (Subject to applicable tax) | | | |
| <i>Rates per hour unless otherwise noted</i> | | | |
| Cultural Centre Room A – Youth | \$28 | | |
| Cultural Centre Room A – Adult | \$35 | | |
| Cultural Centre Room A – Commercial * | \$43 | | |
| Cultural Centre Room B – Youth | \$26 | | |
| Cultural Centre Room B – Adult | \$33 | | |
| Cultural Centre Room B – Commercial * | \$41 | | |
| * Bookings 3 days or more, 1st 8 hours at commercial rate, remaining days at adult rate | | | |

| 2021 Bylaw 4440 Fees and Charges | | Proposed Changes for 2022/2023 | % Change |
|---|---------|-----------------------------------|----------|
| GREENGLADE COMMUNITY CENTRE (Subject to applicable tax) | | | |
| Rates per hour unless otherwise noted | | | |
| Classroom – Youth | \$23.50 | | |
| Classroom – Adult | \$29 | | |
| Classroom – Commercial and Birthday Party * | \$43 | | |
| Fitness/Dance Studio (Rm 4) - Youth | \$29 | | |
| Fitness/Dance Studio (Rm 4) – Adult | \$36 | | |
| Fitness/Dance Studio (Rm 4) – Commercial/Birthday Party | \$52 | | |
| Gymnasium – Youth | \$36 | | |
| Gymnasium – Adult | \$43 | | |
| Gymnasium – Commercial and Birthday Party | \$70 | | |
| Gymnasium - Court Rental Fee (Pickleball, Badminton) | \$15 | | |
| Teen Lounge | \$42 | | |
| Staff Supervision | 32/hr | | |
| Playing Field | \$15 | | |
| * Bookings 3 days or more, 1st 8 hours at commercial rate, remaining days at adult rate | | | |
| NORTH SAANICH MIDDLE SCHOOL (Subject to applicable tax) | | | |
| Rates per hour unless otherwise noted | | | |
| Science Classroom – Youth* | \$23.50 | | |
| Science Classroom – Adult* | \$29 | | |
| Science Classroom – Commercial* | \$43 | | |
| Multipurpose – Youth*** | \$69 | | |
| Multipurpose – Adult*** | \$79 | | |
| Multipurpose – Commercial*** | \$121 | | |
| Gymnasium – Youth** | \$50 | | |
| Gymnasium – Adult** | \$62 | | |
| Gymnasium – Commercial and Birthday Party** | \$95 | | |
| Staff Supervision (two hour minimum required) | \$32/hr | | |
| * Home Ec. Room used for Panorama Recreation Centre Programs | | | |
| ** Half Gymnasium rental is half the regular fee | | | |
| *** One third of Multipurpose rental is one third the regular fee | | | |
| | | Increase to \$35 | 9.38% |
| | | Increase to \$35 | 9.38% |

| 2021 Bylaw 4440 Fees and Charges | | | Proposed Changes for 2022/2023 | % Change |
|---|-----------------|---------|--|-----------------------------------|
| MISCELLANEOUS (Subject to applicable tax) | | | Increase to \$45 Increase to \$45 | 12.50% 7.14% |
| <i>Rates per day unless otherwise noted</i> | | | | |
| Table Rental Fee Per Table | \$3 | | | |
| Chair Rental Fee Per Chair | \$0.75 | | | |
| Fitness/Aquatic Fitness Staff | \$40/hr | | | |
| Maintenance Staff | \$42/hr | | | |
| Event Power (special events/tournaments) | Negotiated | | | |
| Dumpster (special events/ tournaments) | Negotiated | | | |
| Damage Deposit - Major Event/Tournament | 20% of contract | | | |
| Facility rental for commercial film rental | Negotiated | | | |
| MISCELLANEOUS ADMINISTRATION (Inclusive of tax) | | | Remove Increase to \$25 | 66.67% |
| Refund Fee | \$5 | | | |
| NSF Cheque/Declined Credit Card Fee | \$15 | | | |
| Change to Pass Membership | \$10 | | | |
| Card Replacement | \$10 | | | |
| Loonie Admission | \$1 | | | |
| Toonie Admission | \$2 | | | |
| Locker (small/medium) | \$0.25 | | | |
| Locker (large) | \$0.50 | | | |
| Child Minding | per hour | | | |
| | x10 | \$37.50 | | |
| ADVERTISING FEES | | | | |
| BROCHURE ADVERTISING (Subject to applicable tax) | | | | |
| Banner Ad (2 x 7.25) | \$245 | | | |
| Banner Ad (2 x 7.25) three brochures (20% discount) | \$615 | | | |
| Banner Ad (4 x 7.25) | \$405 | | | |
| Banner Ad (4 x 7.25) three brochures (20% discount) | \$1,005 | | | |
| Front/Back Inside Cover (full gloss 9.5 x 7.25) | \$1,075 | | | |
| Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures | \$2,665 | | | |
| Back Cover (full gloss 9.5 x 7.25) | \$1,275 | | | |
| Back Cover (full gloss 9.5 x 7.25) three brochures | \$3,200 | | | |
| Inside Full Page | \$800 | | | |
| Design Fee (per hour) | \$75 | | | |

| 2021 Bylaw 4440 Fees and Charges | | Proposed Changes for 2022/2023 | % Change |
|---|------------|-----------------------------------|----------|
| FACILITY ADVERTISING (Subject to applicable tax) | | New | |
| Rink Board A (per year) | Negotiated | | |
| Wall Board A (per year) | Negotiated | | |
| Rink Board B (per year) | Negotiated | | |
| Wall Board B (per year) | Negotiated | | |
| Electronic Road Sign Daily | Negotiated | | |
| Weekly | Negotiated | | |
| Aquatic Wall Board | Negotiated | | |
| Tennis Wall Board | Negotiated | | |
| LCD Display | Negotiated | | |
| Panther's Arena B Advertising Exclusivity | Negotiated | | |
| Arena B Screen | Negotiated | | |
| Hanging Banner (per year) | Negotiated | | |
| Title Sponsor of Event | Negotiated | | |
| PARTNERSHIPS | | | |
| Employee Wellness Program Participant Fee (6-12 months of calendar year term) | \$225 | | |
| Employee Wellness Program Participant Fee (1-5 months of calendar year term) | \$155 | | |
| Military Participant Fee | \$225 | | |
| Partners of Panorama | Negotiated | | |

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MARCH 24, 2022**

SUBJECT **Maintenance Update**

ISSUE SUMMARY

To provide information on the maintenance department and current capital projects.

Arena A Roof Leaks

Written quotes are being gathered to replace the roof fasteners on Arena A, Arena B and the tennis building.

Transformer Replacement

The new replacement 1500kVA transformer has been delivered to Houle Electric in Victoria. Replacement is planned for May of 2022, shortly after the ice has been removed from both arenas. Efforts will be made to minimize service disruptions.

Greenhouse Gas Pathway Study

The Capital Regional District's (CRD) successful application to the Green Municipal Fund Community Building Retrofit Program will provide \$148,400 to develop a pathway to achieve greenhouse gas reductions of 50% within 10 years and 80% within 20 years for the CRD's community buildings, including Panorama Recreation Centre.

The study will consider the unique objectives and constraints of the building and the CRD (e.g., building condition, capital budgets, equipment renewal cycles, etc.), and provide a detailed exploration of multiple scenarios. The study will explore improvements in user-driven loads, envelope/enclosure, HVAC systems, on-site renewable energy, process loads, and carbon storage over a 20-year timeline. This study also unlocks funding through additional grants for implementing the identified energy improvements.

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.

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|---------------|--|
| Submitted by: | Matt Curtis, Manager of Facilities & Operations |
| Concurrence: | Lorraine Brewster, Senior Manager, Panorama Recreation |