



Capital Regional District

625 Fisgard St.
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, June 22, 2023

6:00 PM

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

R. Imrie (Chair), P. DiBattista, K. Frost, S. Garnett, P. Jones, C. McNeil-Smith, P. Murray, N. Paltiel,
R. Windsor

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes of April 27, 2023

3.1 Minutes of the April 27, 2023 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of April 27, 2023 be adopted as circulated.

Attachments: [Minutes](#) – April 27, 2023

4. Chair's Remarks

5. Presentations/Delegations

5.1 Peninsula Panthers Hockey Club - Pete Zubersky, Governor

5.2 BCRPA Award - Katie Fenn, CEO

6. Commission Business

6.1 Centennial Park Multi-Sport Box Wood Design – Verbal

6.2 Programs and Services Quarterly Report

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Programs and Services Quarterly Report

6.3 Staff Training Pool Closure – Verbal

7. New Business

8. Adjournment

The next meeting is September 28, 2023

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, April 27, 2023, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

Present

Commissioners: R. Imrie (Chair), N. Paltiel (Vice-Chair), P. DiBattista; K. Frost, S. Garnett, P. Jones; C. Rintoul for C. McNeil-Smith

Staff: L. Brewster, Senior Manager; R. Anderson, Fitness, Weights and Rehabilitation Coordinator; M. Curtis, Manager, Facilities & Operations; A. Sharp, Manager, Administrative Services; A. Liu, Manager, Environmental Engineering; D. Toso (Recorder)

Regrets

Commissioners: C. McNeil-Smith, P. Murray, R. Windsor

Staff: K. Beck, Manager, Program Services

The meeting was called to order at 6:00 pm

1. Territorial Acknowledgement

Commissioner Frost provided a territorial acknowledgement.

- 2. Approval of Agenda** – The agenda was amended to switch items 6.1 and 6.2 and make a correction to reflect the next meeting date as May 25.

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Jones,
That the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of March 23, 2023

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Jones,
That the minutes of the March 23, 2023 meeting be adopted as circulated.

CARRIED

- 4. Chair's Remarks:** Chair Imrie reviewed the highlights and positive feedback from the second annual Women's Spring BreakAway Hockey tournament and a picture of the winning team was shared.

5. Presentations/Delegations: There were none.

6. Commission Business

6.1 Centennial Park Multi-Sport Box Wood Construction Design Option

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M. Curtis presented the report. Discussion ensued regarding:

- Both the steel and wood cost estimates are Class D; if wood comes in significantly higher, procurement options could be explored to keep costs down.
- It is estimated that extended maintenance cost for a wood structure would be similar to steel.
- Wood construction would still allow for the Sport Box to be enclosed later based on the design parameters staff would provide.
- The timeline does not change by exploring the wood option. Staff aims to bring the wood estimate to the commission for direction at the June meeting.

MOVED by Commissioner Paltiel, **SECONDED** by Commissioner Jones,
The Peninsula Recreation Commission recommends that staff evaluate the options for wood construction of the Centennial Park Multi-Sport Box.

CARRIED

6.2 Financial Statement of Operations – First Quarter of 2023

A. Sharp presented the report.

There is no recommendation. The report is for information only.

6.3 Fitness, Weights and Rehabilitation Update

R. Anderson presented the report. Discussion ensued regarding:

- Staffing in FWR has not been hit as hard as other areas due to the organic pipeline of instructors coming from fitness class and weight room participants.
- With youth participation and overall attendance increasing, staff have planned a weight room etiquette campaign to address some issues. Additionally, the flooring in the former spin room was upgraded to expand weight room square footage and class space.

There is no recommendation. The report is for information only.

6.4 Capital Projects

M. Curtis presented the report. Discussion ensued regarding:

- Target GHG reduction is currently roughly 170 tons annually for the dehumidification of the arena with reduction hitting roughly 380 tons annually for the total energy recovery system.

There is no recommendation. The report is for information only.

7. New Business: There was none.

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8. Adjournment

MOVED by Commissioner Rintoul, **SECONDED** by Commissioner DiBattista,
That the meeting be adjourned at 6:35 pm.

CARRIED

CHAIR

RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JUNE 22, 2023**

SUBJECT Programs & Services Quarterly Update

ISSUE

To provide an update on the programs and services of Panorama Recreation.

BACKGROUND

Guided by our 2022-2026 Strategic Plan, Panorama Recreation programs and services have shown a strong start in 2023. Community demand has increased steadily through the recovery from the COVID-19 pandemic. Service delivery levels are being adjusted to meet demand, with some areas surpassing pre-pandemic usage in the first quarter.

January to March 2023 showed increased spaces in registered programs across aquatics, youth and adult community recreation, and fitness by 306, increased course utilization by 9.4% and reduced course cancellations by 8%. Recovery of drop-in attendance continued to 95% of 2019 usage, with arena and aquatics attendance in 2023 being 16% and 6% higher than 2019, respectively.

	2023	2022
Spaces in registered programs	4937	4631
Course utilization	85.6% full	76.2% full
Course cancellations	8.8%	16.8%
Drop-in attendance	95,325	99,696 (2019)

Strategic Plan

Several actions of the 2022-2026 Strategic Plan have been initiated, with highlights including:

- Attended three community events hosted by local First Nations communities.
Identify opportunities to promote recreation and related opportunities that exist in local First Nations communities and, likewise, work with these communities to promote recreational opportunities offered by Panorama Recreation (A12).
- Implementing physical literacy lesson planning software.
Ensure staff have sufficient physical literacy and fundamental movement skill training and development opportunities (A14).
- Attended three regional job fairs and five high school classes and assemblies.
Enhance community outreach efforts and collaborations to promote recreation as an employment opportunity (A19).

- Established key performance indicators (KPI's) to measure the five service delivery objectives (SDO's) outlined in the 2022-2026 Strategic Plan: Inclusive, Aligned, Quality-Focused, Collaborative, and Sustainable.
Develop key performance indicators (KPI's) to measure alignment with the 5 Service Delivery Objectives (A28).

Service Planning

Staff currently measure and report on KPI's identified during annual service planning, which is the process through which staff report to the commission and the CRD Board about core service levels and performance metrics. Existing KPI's are:

- Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met (SDO: Aligned)
- Number of annual visits to drop-in programs in aquatics, arena, fitness classes, weights, and sports programs (SDO: Aligned)
- Number of new programs created annually (SDO: Aligned)
- Total gross revenue in both registered and drop-in programs (SDO: Sustainable)
- Total gross revenue generated by single visit admissions (SDO: Sustainable)

To supplement existing KPI's, staff are reviewing the availability and accuracy of data to measure:

- Membership sales by pass type (SDO: Aligned)
- Course utilization rate, measured by the number of registrants compared with maximum capacity (SDO: Sustainable)
- Percentage of courses with an active waitlist (SDO: Inclusive; Aligned)
- Weekly hours of drop-in programming by area (SDO: Inclusive)
- Participant satisfaction, measured through post-course participant survey (SDO: Quality-Focused)

CONCLUSION

Panorama Recreation continues to provide programs and services that are desired by the community.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Katherine Beck, Manager, Program Services, Panorama Recreation
Concurrence:	Lorraine Brewster, Senior Manager, Panorama Recreation