



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, May 23, 2024

6:00 PM

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1 Minutes of the April 25, 2024, Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of April 25, 2024, be adopted as circulated.

Attachment: [Minutes – April 25, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Staffing Update – Verbal Report

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

6.2 Financial Statement of Operations – First Quarter of 2024

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

Attachment: [Staff Report: Financial Statement of Operations – First Quarter of 2024](#)

6.2 Revised Policy: Photography, Recording and Use of Electronic Devices by the Public

Recommendation: That the Peninsula Recreation Commission approve the revised Photography, Recording and Use of Electronic Devices by the Public Policy.

Attachment: [Staff Report: Revised Policy: Photography, Recording and Use of Electronic Devices by the Public](#)

6.3 Facility Rental Fee Adjustment Requests

Recommendation: That the Peninsula Recreation Commission not approve the waiving of an additional \$6,240.50 in facility rental fees as outlined in Table 1.

Attachment: [Staff Report: Facility Rental Fee Adjustment Requests](#)

6.4 Arena Concept Drawings – Verbal Report

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

6.5 Cooling at Greenglade Update - Verbal Report

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

7. New Business

8. Adjournment

The next meeting is June 27, 2024.

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



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, April 25, 2024, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

Present:

Commissioners: P. DiBattista (Vice-Chair), K. Frost, S. Garnett, V. Kreiser, C. McNeil-Smith, P. Murray (EP)

Staff: L. Brewster, Senior Manager; A. Sharp, Manager, Administrative Services; L. Gregg, Manager, Facilities & Operations; K. Beck, Manager, Program Services; C. Whipp, Manager, Structures & Systems; D. Toso (Recorder)

Regrets: P. Jones; N. Paltiel (Chair)

EP = Electronic Participation

The meeting was called to order at 6:00 pm

1. Territorial Acknowledgement

Vice-Chair DiBattista provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Frost
That the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of March 28, 2024

The Commission requests that when staff report back on the inclusion of post-secondary students in the proposed LIFE Program changes (item 6.2), that it also be noted that students working at Panorama receive a staff pass as long as they are actively scheduled to work.

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Kreiser,
That the minutes of the March 28, 2024 meeting be adopted.

CARRIED

4. Chair's Remarks: Vice-Chair DiBattista announced Liz Gregg as the new Manager, Facilities & Operations and noted that Chair Paltiel sent his regrets as he and his wife are at the hospital expecting their baby.

5. Presentations/Delegations: Speaking to Item 6.1 Rod Senior from the Peninsula Lacrosse Association reported that injuries and damage to jerseys are the main reasons why concrete is the preferred surface for Lacrosse. He noted that cracks can be found in the outdoor tennis court, pointing out the maintenance involved with asphalt and that if the Commission decides to switch to concrete in future it will be more expensive in the long run. Concrete better for other sports too, including basketball and roller hockey.

R. Senior left the meeting at 6:07 pm

6. Commission Business

6.1 Centennial Park Multi-Use Sport Box – Playing Surface

C. Whipp provided an overview of the report. Discussion ensued regarding:

- Programming options and preferences.
- Tomko reports that acrylic coating increases the lifespan of the substrate, improves visual accessibility and provides more consistent footing than paint alone. The coating also mitigates abrasion injuries, damage to jerseys and moisture issues.
- Burnaby Lacrosse Association has no major complaints on the asphalt boxes.
- Delta has a concrete surface striped for lacrosse with no major complaints.
- Other groups reported a preference for the acrylic coating but had no complaints with either surface.
- Cost of both surfaces with and without acrylic coating.
- Staff will work with an arborist on options to prevent root growth under the box.
- Staff noted that a report will be coming to the Commission next month for a consultant to start on the concept drawings for the arena changeroom project.
- Height of the walls, lighting and colour, which is to be determined.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner Kreiser,
That the Peninsula Recreation Commission approve the use of an asphalt base with an acrylic coating for the playing surface of the Centennial Park Multi-Use Sport Box and increase the project budget by \$60,000.

CARRIED

C. Whipp left the meeting at 6:38 pm

6.2 2024 Capital Plan Amendment

A. Sharp provided an overview of the report. Discussion ensued regarding:

- Contingency for future projects of this nature.

MOVED by Commissioner Murray, **SECONDED** by Commissioner Windsor,
The Peninsula Recreation Commission recommends to the Capital Regional District Board:
That the 2024 Peninsula Recreation Capital Plan be amended to include an additional \$27,000 from capital reserves to fund the Greenglade parking lot paving project.

CARRIED

6.3 Panorama Recreation Services - 2024-2025 Fees and Charges

K. Beck provided an overview of the report. Discussion ensued regarding:

- Revised wording to Fees & Charges Policy places greater emphasis on affordability.

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April 25, 2024**

- Regional comparison of percent and timing of increases.
- Youth pass increase affecting the increase to the one-adult pass.

MOVED by Commissioner Murray, **SECONDED** by Commissioner DiBattista,
The Peninsula Recreation Commission recommends to the Capital Regional District Board:
That the proposed fees and charges be approved for inclusion in the 2024-2025 Fees and
Charges Bylaw for Panorama Recreation Services.

CARRIED

6.4 Meeting with School District - Verbal

L. Brewster reported that:

- SD 63 is pleased that the Commission is doing a needs assessment and will sit on the steering committee.
- The long-term lease of Greenglade was discussed and at this time there is no appetite to sell the property.

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

7. New Business: There was none.

8. Motion to Close the Meeting

MOVED by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be closed for the proposed service in according with Section (90)(1)(k) of the
Community Charter [1 Item].

CARRIED

K. Beck, L. Gregg and A. Sharp left the meeting at 7:08 pm

9. Adjournment

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Windsor,
That the meeting be adjourned at 7:51 pm.

CARRIED

CHAIR

RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY May 23, 2024**

SUBJECT FINANCIAL STATEMENT OF OPERATIONS – FIRST QUARTER OF 2024

ISSUE SUMMARY

To provide financial information to the Commission for the first quarter of 2024.

BACKGROUND

The first quarter financial results are now available for the period ended March 31, 2024. The statement of operating revenue and expenses for the three months ended March 31, 2024 is attached as Appendix A.

During the first quarter of 2024, revenues continue grow over 2023 results; most areas are outperforming or meeting budget expectations. Youth community recreation and aquatics are slightly under budget expectations. Revenue reductions are largely offset by reduction in cost related to the supply of programs and activities and the close monitoring of discretionary expenditures.

After three months of operations, actual results should be at 25% of budget utilization.

- Overall revenue is on target at 27% of budget utilization.
- Program revenue is on target at 25% budget utilization. Aquatic youth lessons are not meeting budget expectations and youth community recreation program revenue are not meeting budget expectations, weights, fitness and rehab programs continue to have increased participation and is exceeding budget expectations; arena, adult community recreation and racquet sports programs are exceeding budget expectations.
- Rental revenue was over budget expectation at 36% budget utilization.
- Overall direct costs are slightly below budget expectations at 21% budget utilization.
- Overall indirect costs are slightly below budget expectations at 21% budget utilization.
- All expenses are closely monitored and continue to remain within forecasted values.

CONCLUSION

Overall performance is on target with budget expectations and operations are growing over 2023 results. Arena, adult community recreation, fitness, weights, rehab and racquet sports will likely outperform budget expectations and balance out areas below budget expectation.

RECOMMENDATION

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

Submitted by:	Allison Sharp, Manager Administrative Services, Panorama Recreation
Concurrence:	Katherine Beck, Acting Senior Manager, Panorama Recreation

ATTACHMENT:

Appendix A – Panorama Recreation – Statement of Operations (3 Months ended March 31, 2024)

PANORAMA RECREATION - STATEMENT OF OPERATIONS 3 MONTHS ENDED March 2024

	% of Budget Used	2024	Year to Date	Year to Date	Actual difference	
		ESTIMATED	2024	2023	\$	%
DIRECT OPERATING REVENUES						
Admissions & pass sales	27%	1,561,619	414,453	367,330	47,123	13%
Partnerships & sponsorships	68%	2,588	1,750	750	1,000	133%
Programs	25%	1,939,086	482,227	453,773	28,454	6%
Rentals	36%	1,030,378	364,548	341,103	23,445	7%
Grants & donations	16%	405,207	65,984	71,609	-5,625	-8%
Other (fees, commissions, retail sale)	29%	128,301	37,127	41,699	-4,572	-11%
TOTAL DIRECT OPERATING REVENUES	27%	5,067,179	1,366,090	1,276,265	89,825	7%
DIRECT OPERATING EXPENSES						
Instructional Services	25%	420,221	104,316	97,368	6,949	7%
Operating supplies	21%	151,396	31,108	23,483	7,625	32%
Repairs & Maintenance (pool, arena, racquet)	20%	252,184	50,548	39,609	10,939	28%
Travel & vehicle costs	-287%	4,557	(13,071)	2,868	(15,938)	-556%
Wages & Benefits	21%	2,961,500	637,681	590,745	46,937	8%
Other (Staff training, licences, fees, dues, memberships)	28%	47,120	13,026	3,392	9,634	284%
TOTAL DIRECT OPERATING EXPENSES	21%	3,836,978	823,609	757,464	66,145	9%
CONTRIBUTION DIRECT OPERATIONS	45%	1,230,201	542,481	518,800	23,680	5%
INDIRECT EXPENSES- ADMIN., MAINTENANCE						
Advertising	10%	31,212	3,053	4,086	(1,032)	-25%
Contract for services & legal	3%	154,350	4,821	7,327	(2,507)	-34%
CRD charges (IT, HR, payroll, finance)	25%	661,945	164,236	149,063	15,173	10%
Insurance	0%	68,400	-	-	-	0%
Leasehold Improvements	0%	40,000	-	-	-	0%
Licences, fees & dues	20%	140,195	27,603	24,189	3,414	14%
Rentals - Facilities and Equipment	-11%	83,883	(9,493)	24,388	(33,882)	-139%
Repairs & Maint. (general)	27%	148,322	40,286	15,720	24,566	156%
Supplies	34%	199,590	68,749	83,564	(14,815)	-18%
Travel & vehicle costs	31%	25,205	7,810	10,029	(2,219)	-22%
Utilities (hydro, sewer, water & phone)	21%	707,026	150,433	208,514	(58,081)	-28%
Wages & Benefits	22%	3,117,305	698,808	662,393	36,415	5%
Other (meetings, printing costs, admin. staff training)	18%	52,102	9,265	7,086	2,179	31%
Contingency	0%	-	-	-	-	0%
TOTAL INDIRECT EXPENSES	21%	5,429,535	1,165,572	1,196,360	(30,788)	-3%
INDIRECT REVENUES						
Payments in lieu of taxes & Recovery	100%	176,054	176,054	186,935	(10,881)	-6%
Interest income	4%	21,270	869	328	541	165%
TOTAL INDIRECT REVENUES	90%	197,324	176,923	187,263	(10,340)	-6%
NET CONTRIBUTIONS (DEFICIT)	11%	(4,002,010)	(446,169)	(490,297)	44,128	-9%
TRANSFERS & DEBT						
Equipment Replacement Fund	17%	403,920	67,320	99,000	(31,680)	-32%
Transfers to General Capital Fund	0%	-	-	-	-	0%
Transfer to Capital Reserve fund	5%	740,566	33,660	-	33,660	0%
Transfer to Internal Reserve	0%	8,404	-	-	-	0%
Debt-interest payments	1%	191,138	2,236	3,551	(1,315)	-37%
Debt-Principal payments	0%	167,839	-	-	-	0%
MFA Debt Reserve interest	0%	(32,123)	-	-	-	0%
TOTAL TRANSFERS & DEBT	7%	1,479,744	103,216	102,551	665	1%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	10%	(5,481,754)	(549,384)	(592,848)	43,463	-7%
Requisition	0%	5,499,173	-	-	-	0%
NET OPERATIONS		17,419	(549,384)	(592,848)	43,463	



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REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, MAY 23, 2024

SUBJECT Revised Policy: Photography, Recording and Use of Electronic Devices by the Public

ISSUE SUMMARY

To seek approval of the revised Photography, Recording and Use of Electronic Devices by the Public Policy.

BACKGROUND

The current Panorama Recreation Cellular/Camera Phone Use Policy was established and last reviewed in 2004. The purpose of the policy is to ensure patron privacy and ensure a safe, enjoyable recreation experience.

The policy has been updated establish clear guidelines around the use of photography, audio and video recordings and electronic devices by the public when using Panorama Recreation facilities.

Revisions to the policy include:

- Expanded the type of electronic devices that are impacted by the policy to include all electronic devices with the ability to record images, audio or video.
- Added washrooms, the hot tub, steam room and sauna to the list of facilities where the use of electronic devices is prohibited.
- Added guidelines on how the public can appropriately take photos and recordings of members in their immediate party within Panorama Recreation facilities.
- Added guidelines for the recording of Panorama Recreation staff delivering programs, and recording by Panorama Recreation staff or representatives, such as for marketing purposes or special events.
- Added instructions for staff to enforce the policy within the framework of the Panorama Recreation Code of Conduct.

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission approve the revised Photography, Recording and Use of Electronic Devices by the Public Policy.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Social Implications

The updated policy addresses social concerns about privacy and consent that have arisen as a

result of the increased prevalence of electronic devices used within Panorama Recreation facilities. The policy prohibits the use of electronic devices that can record in areas with a heightened expectation of privacy such as washrooms and changerooms. The policy also provides guidelines for the public who may wish to take photos and recordings of members in their immediate party, family members, or children in their care while ensuring third parties are not recorded without their consent.

CONCLUSION

The Panorama Recreation Cellular/Camera Phone Use Policy has not been updated in 20 years. The policy has been updated to establish clear guidelines around the use of photography, audio and video recordings and electronic devices by the public when using Panorama Recreation facilities.

RECOMMENDATION

That the Peninsula Recreation Commission approve the revised Photography, Recording and Use of Electronic Devices by the Public Policy.

Submitted by:	Katherine Beck, Acting Senior Manager, Panorama Recreation
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ATTACHMENT

Appendix A: Revised Policy: Photography, Recording and Use of Electronic Devices by the Public.



PANORAMA RECREATION DEPARTMENT POLICY

Section	Panorama Recreation	
Subsection	Policies	<i>Policy # PRC500</i>
Title	PHOTOGRAPHY, RECORDING, AND USE OF ELECTRONIC DEVICES BY THE PUBLIC	

POLICY:

In the interest of protecting personal privacy, the use of personal electronic devices with the ability to record images, video or audio is prohibited in Panorama Recreation facility locations where there is a heightened expectation of privacy, such as washrooms and change rooms, and may be restricted in other facilities or program areas.

PURPOSE:

Panorama Recreation recognizes the need to ensure patron privacy and ensure a safe, enjoyable recreation experience. This policy is designed to establish clear guidelines around the use of photography, audio and video recordings, electronic devices by the public within Panorama Recreation facilities.

RESPONSIBILITIES:

Panorama Recreation staff are responsible to ensure that the policy is followed by members of the public while using Panorama Recreation facilities.

SCOPE:

This policy applies to Panorama Recreation staff and members of the public using Panorama Recreation Facilities.

PROCEDURE:

Signage will be placed in areas where there is a heightened expectation of privacy to indicate where recording activities by members of the public are prohibited. Members of the public must follow the directions in such signage at all times. In addition, the following procedures must be followed with respect to the specific areas identified below:

- **Change rooms and washrooms:** The use of any electronic devices with the ability to record images, audio, or video is prohibited inside Panorama Recreation facility washrooms and changerooms.
- **Hot tub, steam room, and sauna:** The use of any electronic devices with the ability to record images, audio, or video is prohibited in the hot tub, sauna, and steam room.
- **General facility use:** The public is permitted to take photos and recordings of members in their immediate party, family members, or children in their care. No third parties should be identifiable in the recordings without third-party consent. It is the responsibility of the individual taking the recordings to ensure no identifiable third parties are captured in their recordings, or that they have obtained appropriate consent.

- **Panorama Staff Delivering Services:** Members of the public must obtain consent from Panorama staff before they record them. An individual recording a Panorama staff member must stop if asked by the staff member being recorded.
- **Photography by Panorama Recreation staff or representatives:** Written consent must be obtained by Panorama Recreation staff using the CRD Media Release Form prior to taking photographs, video, or audio recordings of the public while using Panorama Recreation facilities or attending Panorama Recreation programs and events.
- Staff are permitted to ask an individual recording to stop recording or delete audio, video, or images from their personal device if the individual is contravening this policy.
- Patrons are encouraged to report any individuals using a recording device in a suspicious manner to a staff member immediately.
- Individuals who do not comply with these guidelines or using devices in a suspicious manner may be asked to leave under the Panorama Recreation Code of Conduct.

The photography, recording, and electronic devices policy was developed based on the Panorama Recreation Commission Policy and Procedure Manual.

Approval Date:		Approved By:	
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:	Panorama Recreation Cellular/Camera Phone Use Policy		



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 23, 2024**

SUBJECT Facility Rental Fee Adjustment Requests

ISSUE SUMMARY

To present community requests for an adjustment to facility rental fees.

BACKGROUND

Requests for a reduction or waiver of facility rental fees are brought forward to the Commission for approval if they do not meet the criteria for staff approval outlined in the Peninsula Recreation Commission Policy and Procedure Manual, as follows:

The Senior Manager/designate has the authority to waive/reduce facility rental fees within the following provisions:

- o the group requesting the waiver/reduction is a designated not-for-profit organization and a regular, recurring user of Commission facilities with at least one weekly (seasonal) booking.*
- o the waiver/reduction is for non-fundraising, administrative support activities such as administrative meetings.*
- o the maximum waiver/reduction per group is valued at less than \$500 annually.*

Panorama Recreation staff are negotiating a new five-year agreement with the Peninsula Panthers Junior Hockey Club. In addition to outlining the process and fee structure for booking ice time in the Arena, past agreements have allocated to the club some access to additional facilities at no cost for the purposes of dryland training.

During the negotiation process, Club owners have requested additional access to facilities for dryland training at no cost. A summary of the historical allocation of adjacent facilities and the value of fees waived, along with the new request, is as follows:

Facility	Current Allocation		New Request		Additional value of fees waived
	Sessions	Value of fees waived	Sessions	Value of fees waived	
PRC Boardroom *	25	\$912	30	\$1095	\$183
PRC Fitness Studio**	0	N/A	30	\$3090	\$3090
GG Gymnasium**	10	\$1544	20	\$3434	\$1890
“Black Ice”****	25	\$5462.50	30	\$6540	\$1077.50
Total	60	\$7,918.50	110	\$14,159	\$6,240.50

* Based on one hour of use per session

** Based on two hours of use per session

**** “Black Ice”: non-prime ice time that has not been allocated to another user group during the seasonal ice allocation process. Based on two hours of use per session.

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission not approve the waiving of an additional \$6,240.50 in facility rental fees as outlined in Table 1.

Alternative 2

That the Peninsula Recreation Commission approve the waiving of an additional \$6,240.50 in facility rental fees as outlined in Table 1.

IMPLICATIONS

Service Delivery Implications

User fees collected by Panorama Recreation are applied to offset the tax requisition collected for recreation services. Commercial facility rental fees are identified in the Fees and Charges Policy as having one of the highest expectations for cost recovery based on the principle that services that primarily benefit an individual or select group must be paid for in whole or substantially by the participant, and that no commercial and/or private interest may profit at the expense of taxpayers.

Financial Implications

The additional request for facility access represents an average of approximately \$6,240.50 per year in potential lost revenues.

Equity, Diversity & Inclusion Implications

Panorama Recreation provides services to a region with diverse demographics and household characteristics. The waiver of facility rental fees for non-profit organizations and their participants supports equity of access to recreation. However, commercial and for-profit organizations that benefit financially from access to Panorama Recreation facilities do not require the same level of support to provide access to their participants. The waiver of facility rental fees for such organizations may create inequitable access to recreation by providing financial advantages to for-profit organizations without improving community access to recreation facilities.

CONCLUSION

Panorama Recreation facility spaces are requested at no cost by the Peninsula Panther’s Junior Hockey Club, which is a for-profit/commercial organization.

RECOMMENDATION

That the Peninsula Recreation Commission not approve the waiving of an additional \$6,240.50 in facility rental fees as outlined in Table 1.

Submitted by:	Katherine Beck, Acting Senior Manager, Panorama Recreation
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