



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, Boardroom – SEAPARC Leisure Complex  
Wednesday, July 3, 2013 at 6:30 p.m.

Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of June 5, 2013
4. Chair's Report
5. Directors' Report
6. Unfinished Business
  - a. Skate Board Park – Maintenance/Lighting
7. New Business
  - a. SEAPARC Bike Park
8. Staff Reports
  - a. Staff News
  - b. Community Recreation Survey Results
  - c. Staff Report – LIFE Policy Revisions
9. Public Question Period
10. Round Table
11. Motion to Move In Camera to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1); (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose*
12. Adjournment

# **MINUTES**

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, June 3, 2013  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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*Mission Statement:*

*"Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area"  
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: Jim Perkins (Chair), D. Bishop, M. Hicks (JDF Director), P. Grove, W. Milne (Sooke Director)  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald, Recording Secretary  
Absent: B. Berger  
Public: 1  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:35 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that the agenda be approved.

**CARRIED**

**3. APPROVAL OF THE MINUTES OF April 3, 2013**

**MOVED** by Commissioner Berger, **SECONDED** by Director Milne that the minutes of February 6, 2013 be adopted.

**CARRIED**

**4. CHAIR'S REPORT**

The Chair enjoyed attending the Sooke Navy League's Annual Ceremonial Review on June 2 to present the Seamanship Award trophy sponsored by SEAPARC.

**5. DIRECTOR'S REPORT**

**6. NEW BUSINESS**

**7. STAFF REPORTS**

**a) Staff News**

The SEAPARC Manager reported that the Ministry of Transportation has approved, in principle, the installation of a digital road sign on Sooke Road with the following restrictions:

- New sign can be placed in same area as current sign but must be at least five metres from the edge of Sooke Road
- Video/movie clips are not permitted but full colour screen is allowed
- Private businesses cannot be referenced or advertised on the sign
- Community & non-commercial events in Sooke & JdFEA can be promoted
- Timing and brightness of sign will be inspected by the Ministry

The Manager noted that the proposed 10 foot wide, two post design sign would project into the gravel side road adjacent to Sooke Road. Discussion points included:

- once Throup Road extension put through to Phillips Road, it may be possible to put a road sign on SEAPARC property
- concerns regarding future alterations to the Phillips and Sooke Road intersection
- cost too excessive given economy
- current sign location is better

Staff to research the feasibility of replacing the existing sign panel with a digital panel utilizing simple lettering.

The SEAPARC Manager reported that the new replacement condenser is currently being installed. It is expected that the final cost of the project will be approximately 20% higher than originally allocated. Increases were due to the upgrade to a higher quality model, the need for a new concrete footing and a structural engineer's review. The Manager noted that the condenser model selected will save more on electricity with an expected savings of several thousand dollars per year. A final report will be presented to the Commission at a later meeting date.

#### **b) Staff Report - Ice Allocation Meeting**

The SEAPARC Manager spoke to the report advising that the Ice Allocation meeting was held on May 14, 2013. He outlined prime time requests and presented a generic weekly schedule, highlighting special event and tournament dates.

The Manager advised that SEAPARC's 2012/13 prime rate was \$205 and that a 2.4% increase in rates would result in a prime rental rate of \$210 for 2013/14. The greater Victoria average prime rate is \$213.92 per hour. Due to the removal of the 12% HST, ice bookings are now subject to 5% GST only. Compared to the 2012/13 rates, Prime Time ice is \$9.10 an hour less.

**MOVED** by Director Milne, **SECONDED** by Director Hicks that the Commission approve the Ice Allocation meeting recommendations, those being:

- the presented generic weekly schedule.
- the allocation of the presented times for the Sooke Minor Hockey for their November tournament.
- the allocation of the presented times for the Pacific Cup tournament.
- the prime rate for the 2013/14 season, as of September 1, 2013, be set at \$210 per hour (2.4% increase).

**CARRIED.**

#### **c) Staff Report – Leisure Involvement for Everyone (LIFE) Program**

The SEAPARC Manager outlined the history of the Leisure Involvement for Everyone (LIFE) program and a recent inquiry regarding the prorating of passes based on when a LIFE registrant applied for and received their card.

LIFE is a program that provides a mechanism for economically disadvantaged persons to participate in recreational facilities and programs through free or reduced fees. The Commission has been a sponsor of the program since December, 2000. In 2005, the program was expanded with most, if not all, municipal public recreation services in the capital region offering the LIFE program as an intermunicipal initiative. This meant participants could gain admission to any

municipal recreation facility in the capital region. Initially 52 passes would be available per 12 month period commencing at the time of registration. At a later date, it was decided the program should be administered regionally on a calendar year basis (Jan. 1 – Dec. 31).

Eventually most participating facilities issued a full complement of passes regardless of when a participant registered. Whether registered in January, July or December, a full season's pass is issued. SEAPARC staff continued to prorate passes based on when an applicant registered. For example, a client registering in July received six months' worth of passes.

*Commissioner Bishop entered the meeting at 7:20 pm*

The SEAPARC Manager noted that most LIFE Program registrants do not use their full complement of passes in a year and that SEAPARC offers many low cost or no cost programs which are open to everyone no matter their income.

**MOVED** by Chair Perkins, **SECONDED** by Commissioner Grove, that SEAPARC staff continue to prorate LIFE program passes based on the date of registration in the program.

**CARRIED.**

Discussion followed on the Annual Regional Recreation Pass initiative that allows individuals to purchase an annual pass that is valid for drop-in fitness activities at 14 other municipally operated recreation centres. Concern was expressed that regular SEAPARC patrons may purchase their passes at other centres with the result that SEAPARC does not benefit from the \$475 fee. The SEAPARC Manager to investigate further and report back to the Commission.

#### **d) Staff Report – Request for Proposal – Arena Concession**

The Commission reviewed a draft Request for Proposal for operation of the Arena Concession this fall/winter. The SEAPARC Manager will be meeting CRD Human Resources and CUPE Local 1978 to discuss employee transition.

**MOVED** by Director Milne, **SECONDED** by Director Hicks that staff issue a Request for Proposal for the operation of the Arena Concession for the period August 15, 2013 to April 15, 2014.

**CARRIED.**

Director Hicks queried the status of the installation of hot chocolate and coffee vending machines in the lobby. The SEAPARC Manager assured the Commission that these machines will be installed by September.

#### **e) Staff Report – Proposed Fees & Charges**

The Program Services Manager provided an analysis and recommendations regarding proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2013. The primary consideration in the review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

The last adjustment to Fees and Charges was April 1, 2013 with the reversion of HST back to GST. Prior to this change, the Commission approved an overall adjustment of 2012/13 Fees and Charges effective September 1, 2012.

Staff recommend the following changes:

- An increase in Arena Ice Rentals of 2.4%. The increase is required to keep pace with increases in operating costs. No other increase in fees and charges are recommended for 2013/14.
- Changing the student age to include all students 19 years and older (currently listed as 19-25 years).
- Regular shower only rate is \$2.90. If a patron visits during a discounted swim or skate session, they would pay the lower rate.
- Private lessons rates have been added to the Fees and Charges document.
- Implementation of a new \$5.00 family skate rental fee.

**MOVED** by Director Hicks, **SECONDED** by Director Milne that the Commission approve the proposed SEAPARC Recreation Fees and Charges for 2013/14 effective September 1, 2013

**CARRIED.**

Commissioner Bishop expressed concern regarding the increase in ice rental fees and what he perceives as the large difference between youth and adult rates. Commissioner Bishop suggested that many adult hockey players can no longer afford to play. The SEAPARC Manager noted that due to the removal of the HST, ice rentals are now subject to the 5% PST only making ice rental rates actually 4.6% lower than in 2012/13 and that SEAPARC's prime rate is lower than the Victoria area average. Director Hicks recognized the Commissioner's concerns and suggested that the Commission take them into consideration when ice rates are considered for 2014/15.

## 10. PUBLIC QUESTION PERIOD

## 11. ROUNDTABLE

The SEAPARC Manager announced his decision to retire, effective September 30, 2013, after 22 years of employment with SEAPARC. A letter of resignation was submitted to Larisa Hutcheson, General Manager, Parks and Environmental Services and copies were provided to the Commission Chair and Directors. The Commission expressed their congratulations and thanked the Manager for his years of service to the community. The Chair noted the many changes and improvements to the facility since the Manager's arrival including construction of the pool, skateboard park and Stan Jones field.

**MOVED** by Director Hicks, **SECONDED** by Director Milne that a lifetime SEAPARC membership pass be issued to Mr. Hutchings in recognition of his contributions to the community.

**CARRIED.**

**MOVED** by Chair Perkins, **SECONDED** by Commissioner Bishop to have Director Milne and Director Hicks sit on the SEAPARC Manager selection committee.

**CARRIED.**

The Program Services Manager reported that staff received 256 Community Recreation Surveys. A full staff report on the survey results will be provided to the Commission at their next meeting.

Commissioner Bishop recently visited the skate park and noted some maintenance concerns including concrete and light standards in need of repair. The Commission directed staff to include skate park maintenance, improvements and lighting on the July agenda.

## 12. ADJOURNMENT

The meeting adjourned at 8:28 pm.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder

# **UNFINISHED BUSINESS**

# **NEW BUSINESS**



# **STAFF NEWS**



STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF JULY 3, 2013

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAMS**

**Staffing**

SEAPARC welcomes returning employees as summer camp staff: Desirae Meija, Bradon Senft, Emily Percival-Paterson, Dylan Marks, Morgan Gubersky, Carlee Kubisheski, Liane Brooks, Derek Powers, and one new employee, Samantha Laliberty.

SEAPARC is pleased to announce that Desirae Meija will serve as the Acting Aquatic Program Assistant covering for Lindsay Brown Havens who is on maternity leave with her second child. Des has worked in Aquatics at SEAPARC since 2007, and recently has taken on roles as after school care leader, pro d day camp leader and summer camp leader.

**Aquatics Highlights**

Submitted by Elizabeth Olsen, Aquatic Programmer

SEAPARC received a grant from the Lifesaving Society to host "Swim to Survive" program in which all grade 3 students in Sooke will have an opportunity to attend SEAPARC four times to learn and practice safety skills in the water. The \$2,200 grant will cover staffing and transportation costs. The program is scheduled to take place this fall.

SEAPARC is taking part in the annual Lifesaving Society's National Drowning Prevention Week. This event is taking place July 20-27. There will be a safety- orientated scavenger hunt in the facility as well as safety themed swims during the week.

**Recreation Highlights**

Submitted by Colleen Hoglund, Recreation Program Coordinator

Recreation Program staff attended the BCRPA Symposium April 30-May 3<sup>rd</sup>. The conference theme was *Healthy, Creative and Green Communities*, with the importance of physical activity and play for healthy brain development being a key message throughout the week.

Seminar highlights included a discussion on the value added to children's experiences and overall well-being when they learn and play in natural settings, and how that contributes to children's sensory and gross-motor learning, and physical development. Ideas for how parks and recreation departments can bring nature into existing play spaces were shared. There was also a great panel discussion on recreation trends, stressing the importance of understanding community interests, and how to better respond to their needs. Some of the main trends included:

1. Increased and improved partnerships, such as with school districts, to share spaces and resources to meet community interests.
2. Demand for environmentally sensitive approaches to facility operation and upgrades.
3. Seniors' Centres - the "newer" 55+ population have different expectations than their predecessors. They are more interested in being involved with their local recreation centres, as opposed to having designated senior centres or spaces. They prefer to recreate and be active where there is a multitude of activities taking place for people of all ages. This population is increasingly more interested in health, fitness and personal well-being activities, instead of the traditional activities typically offered at senior centres.
4. Decline in enrollment in organized sports including Lacrosse and Hockey, with families focusing more on unstructured activities, drop-in recreation, outdoor pursuits and more affordable options with shorter time commitments. Despite an overall decrease in enrollment in organized sports, there is an increase in female participation.
5. Greater expansion of trails and bike ways, which improves community access to recreation and nature and in turn increases property value.
6. Increased interest in instructor-led water-based fitness programs, as well as rehabilitation and disability fitness programming. This is a challenge due to having less qualified instructors available to teach specialized programs.
7. Greater demand for regular communication through a variety of mediums, i.e. Facebook, online, email, in-person, brochure, and in-house.
8. Demand for higher qualified instructors for programs and activities.
9. Youth personal development-based programs that are free or low-cost, and available on a drop-in basis.
10. Conducting fitness services reviews to increase participation and member retention and supporting people's health and fitness goals through a variety of means.

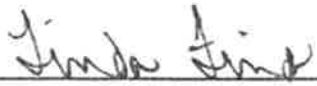
## **ADMINISTRATION**

### **Halloween – Early Closure**

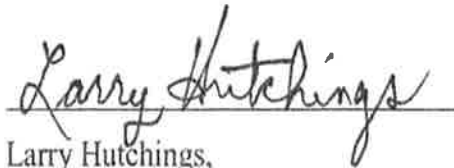
Admissions to SEAPARC are normally very low during Halloween. The ice arena is usually vacant from 4-10 pm and pool admissions are minimal. Pool admission the past three years as follows:

<b>Halloween Pool Admissions</b>				
<b>Year</b>	<b>5-6 pm</b>	<b>6-7 pm</b>	<b>7-8 pm</b>	<b>8-9 pm</b>
2010	0	2	1	-
2011	4	1	2	1
2012	0	4	6	0

Staff suggest closing the aquatic centre at 7 pm.



**Linda Finch**  
**Program Services Manager**



Larry Hutchings,  
SEAPARC

# SEAPARC Community Recreation Survey June 2013

## Results Summary

Total Surveys Completed: 274

-Online Surveys: 181

-Paper Surveys: 93

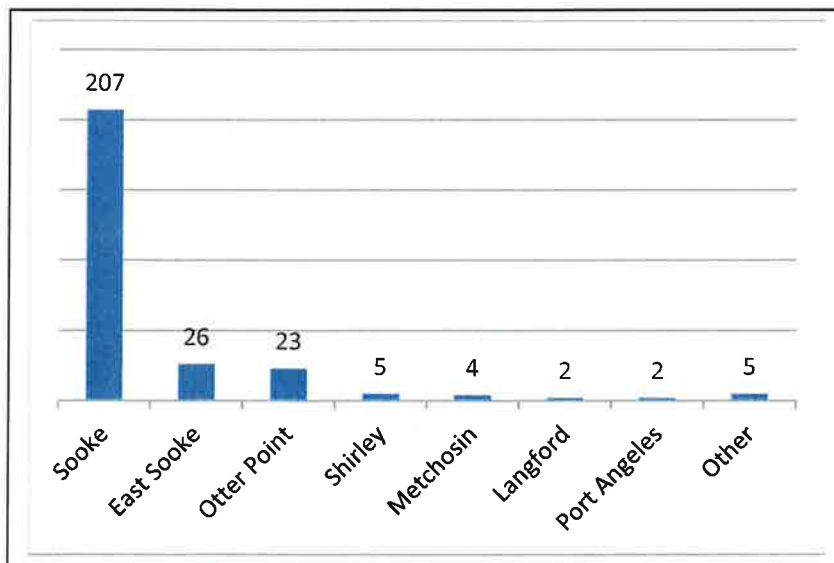
Online survey tool: Survey Monkey

All data collected from paper versions was entered using online survey

### PART 1: HOUSEHOLD DEMOGRAPHICS

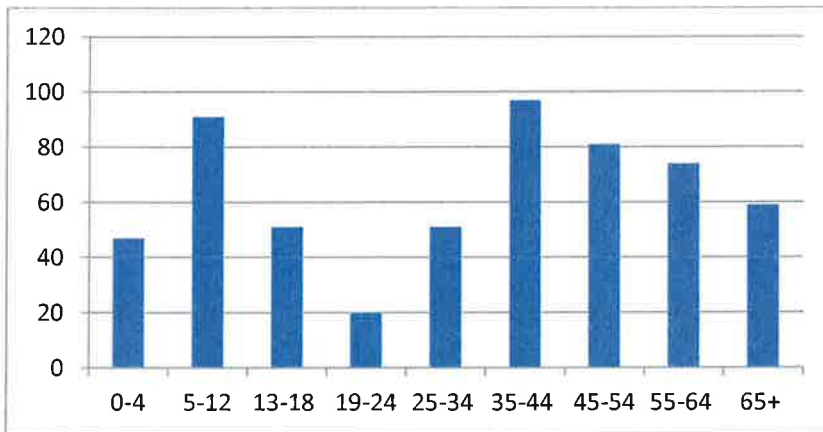
#### AREA OF RESIDENCE

Sooke	207
East Sooke	26
Otter Point	23
Shirley	5
Jordan River	0
Port Renfrew	0
Metchosin	4
Langford	2
Port Angeles	2
Other	5
Total	274

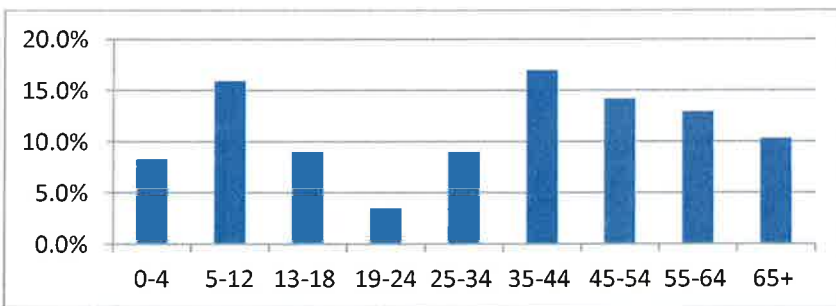


**AGE OF HOUSEHOLD MEMBERS**

Age Range	Number	Percentage
0-4	47	8.2%
5-12	91	15.9%
13-18	51	8.9%
19-24	20	3.5%
25-34	51	8.9%
35-44	97	17.0%
45-54	81	14.2%
55-64	74	13.0%
65+	59	10.3%
<b>Total</b>	<b>571</b>	<b>100.0%</b>



**Number of household members in each age group**



**Percentage breakdown of household members in each age group**

**Notes:**

- 571 individuals were counted in the surveys.
- The largest population group was 35-44 years at 17%.
- The next highest group was school-aged children (5-12 years) at 15.9%.
- 33% (one-third) of the population are under the age of 19.
- 37% of the population is over the age of 45.
- Only 12% are aged 19-35.

**PART 2: ACTIVITIES**

*Survey Question: Please indicate the activities in which ANY of your household members participate.*

**PARTICIPATION RATE (ALL ACTIVITIES)**

Activity	< 20 times	> 20 times	No. of responses
Arts/Crafts	59	88	147
Badminton	40	5	45
Baseball / Softball / Fastball / Slo-Pitch	27	28	55
Basketball	28	10	38
Canoeing / Kayaking / Sailing	74	19	93
Dance Classes	28	46	74
Dog Walking/Dog Parks	15	120	135
Fitness Classes (Aerobics, Yoga, Pilates)	37	101	138
Football	18	9	27
Gardening	28	159	187
Golf	65	21	86
Hiking	47	110	157
Ice Hockey	25	29	54
Ice Skating	55	37	92
Jogging/Running	30	61	91
Lacrosse	17	9	26
Martial Arts	22	18	40
Mountain Biking	31	44	75
Road Cycling	32	47	79
Rugby	17	4	21
Skateboarding	25	14	39
Soccer	23	37	60
Social Card Games (Bridge, Cribbage)	21	18	39
Swimming	51	140	191
Tennis	33	6	39
Volleyball	20	6	26
Walking	8	188	196
Weight Training	21	57	78

**TOP 15 ACTIVITIES (PARTICIPATION > 20 TIMES/YEAR)**

	<b>Activity</b>	<b>&lt; 20 times</b>	<b>&gt; 20 times</b>	<b>No. of responses</b>
1	Walking	8	188	196
2	Gardening	28	159	187
3	Swimming	51	140	191
4	Dog Walking/Dog Parks	15	120	135
5	Hiking	47	110	157
6	Fitness Classes (Aerobics, Yoga, Pilates)	37	101	138
7	Arts/Crafts	59	88	147
8	Jogging/Running	30	61	91
9	Weight Training	21	57	78
10	Road Cycling	32	47	79
11	Dance Classes	28	46	74
12	Mountain Biking	31	44	75
13	Ice Skating	55	37	92
14	Golf	65	21	86
15	Canoeing / Kayaking / Sailing	74	19	93



**ACTIVITY LOCATION (WHERE PEOPLE PARTICIPATE)**

<b>Activity</b>	<b>Sooke</b>	<b>Outside Sooke</b>	<b>Both</b>
Arts/Crafts	66	19	38
Badminton	17	3	3
Baseball / Softball / Fastball / Slo-Pitch	19	3	10
Basketball	13	2	3
Canoeing / Kayaking / Sailing	27	13	33
Dance Classes	37	14	8
Dog Walking/Dog Parks	59	7	52
Fitness Classes (Aerobics, Yoga, Pilates)	86	11	20
Football	6	1	2
Gardening	146	5	12
Golf	15	17	29
Hiking	31	7	101
Ice Hockey	15	4	20
Ice Skating	57	3	16
Jogging/Running	37	6	32
Lacrosse	2	6	1
Martial Arts	15	5	4
Mountain Biking	31	3	26
Road Cycling	36	6	28
Rugby	1	1	1
Skateboarding	14	2	5
Soccer	29	5	14
Social Card Games (Bridge, Cribbage)	12	2	7
Swimming	114	6	51
Tennis	10	4	7
Volleyball	2	3	5
Walking	65	7	103
Weight Training	37	16	8

**PART 3: NEW/IMPROVED FACILITIES/AMENITIES**

**Survey Question: HOW IMPORTANT is the development/improvement of the following facilities/amenities?**

Please rank importance:      1 = not important; low priority  
    2 = somewhat important; medium priority  
    3 = very important; high priority

**IMPORTANCE OF RECREATION FACILITIES/AMENITIES**

Answer Options	Not Important	%	Somewhat Important	%	Very Important	%	Response Count	Somewhat / Very Important	%	Highest Response
Acquire Land for Parks and Trails	31	13%	94	38%	122	49%	247	216	87%	2
All-Weather Athletic Fields	55	23%	99	41%	90	37%	244	189	77%	
Bike Skills Park	103	44%	86	37%	43	19%	232	129	56%	
Develop Existing Parks	38	16%	113	48%	85	36%	236	198	84%	5
Improve and Expand Existing Parks	33	14%	99	41%	111	46%	243	210	86%	3
Improve and Expand Existing Trails	23	9%	89	36%	134	54%	246	223	91%	1
Improve Existing Athletic Fields	48	21%	102	44%	80	35%	230	182	79%	
Indoor Sport Courts	63	28%	106	46%	60	26%	229	166	72%	
Outdoor Multi-Purpose Sport Court	70	31%	99	44%	56	25%	225	155	69%	
Seniors Centre	49	21%	88	37%	102	43%	239	190	79%	
Weight Room / Fitness Facility	58	24%	74	31%	106	45%	238	180	76%	
Youth Centre	35	15%	72	31%	128	54%	235	200	85%	4
*Centre for the Arts (paper only)	22	31%	29	41%	20	28%	71	49	69%	
Other Facilities (included in comments)										

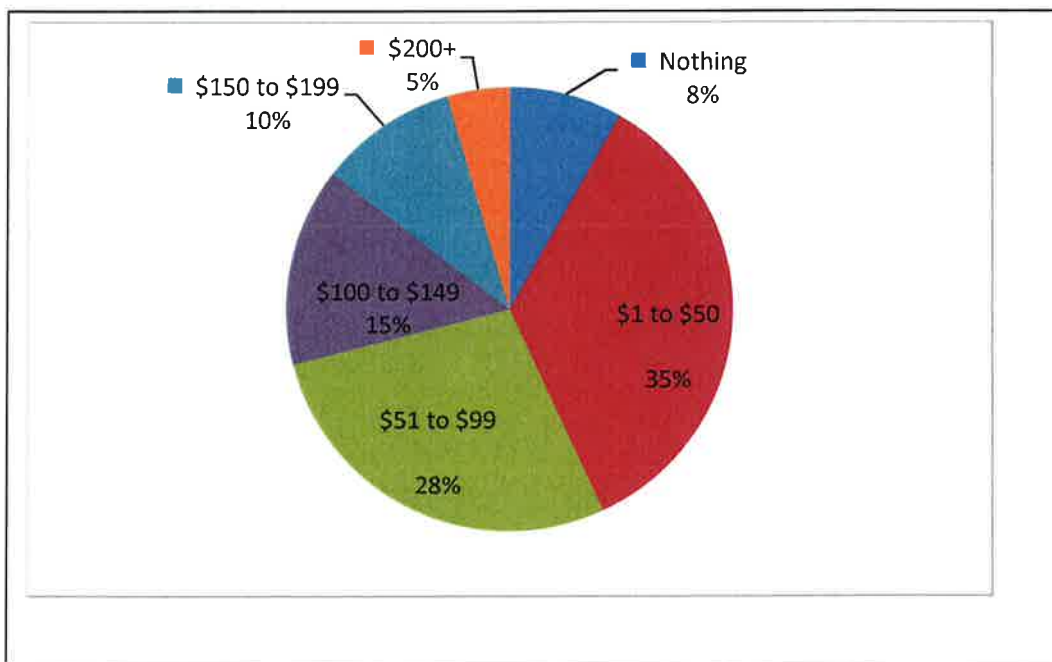
\*Centre for the Arts was not included as an option online; therefore response rate was lower than other options.

**Note: There were 68 additional written comments submitted.**

**PART 4: FINANCIAL IMPACT**

*Survey Question: What increase in taxpayer support for recreation amenities would you consider reasonable given the priorities that you have noted in your answers to the previous questions?*

Answer Options	Response Percent	Response Count
Nothing	8.2%	22
\$1 to \$50	34.9%	94
\$51 to \$99	27.9%	75
\$100 to \$149	14.5%	39
\$150 to \$199	10.0%	27
More	4.5%	12



**Note:** There were 141 additional written comments submitted.

**PART 5: ADDITIONAL INFORMATION**

*Survey Question: Do you have additional comments you would like to share?*

**Note:** There were 103 additional written comments submitted.

# **STAFF REPORTS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, JULY 3, 2013**

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**SUBJECT:** Policy No. R-100.1  
Leisure Involvement for Everyone (LIFE) Program

**PURPOSE/ISSUE:** Policy Revision

**HISTORY/BACKGROUND:**

During the meeting of June 5, 2013, the Commission confirmed that LIFE passes should be administered on a 12 month basis, prorated based on the date of registration.

Eligibility criteria for the program is based on verification of residency and income thresholds as indicated in the most current Statistics Canada low income threshold tables (see attached Appendix B). All applications must be accompanied by a copy of the latest Notice of Assessment from Revenue Canada for each adult living in the household.

SEAPARC currently administers the twelve month program on an annual basis January 1 – December 31. When participants register for the program in the spring of the year, current eligibility criteria is usually not available. For example, an applicant applying for the program in January would submit their Notice of Assessment from the previous year which is based on their income from the year before that.

Administration of the 12 month program from July 1 – June 30 would be more compatible with receiving up to date eligibility criteria.

**ALTERNATIVES:**

1. To administer the program over a 12 month timeframe commencing July 1<sup>st</sup> of each year.
2. To continue to administer the LIFE program from January 1 – December 31.

**IMPLICATIONS:**

July 1 to June 30 is more compatible with receiving accurate eligibility criteria. Administering the LIFE program on a calendar year basis can result in receiving out of date eligibility criteria.

**SUMMARY/CONCLUSION:**

The revised policy is more conducive to receiving accurate eligibility criteria. Other revisions noted on the attached policy are made to reflect current procedure and consistent language (Appendix A attached).

**RECOMMENDATION(S):**

That the Commission approve the LIFE policy revisions as presented.

  
Larry Hutchings,  
SEAPARC Manager

APPENDIX A

SOOKE & ELECTORAL AREA RECREATION COMMISSION

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SECTION: R-100  
POLICY NO.: R – 100.1

SUBJECT: RECREATION – L.I.F.E. (Leisure Involvement for Everyone)  
Program for the economically disadvantaged

1. The Sooke & Electoral Area Recreation Commission will provide economically disadvantaged persons living as residents of Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction with options for recreational services so that they can develop healthy lifestyles. The L.I.F.E. program is designed to address barriers to recreation participation and incorporates a range of leisure choices through free admission passes and/or reduced fees on registered programs.
2. Sustainable recreation activity is important for an individual to achieve and maintain a healthy active lifestyle. There are members of our community who will derive benefits from recreational opportunities, but cannot participate due to limited financial resources. SEAPARC is committed to the ideals of providing leisure opportunities for all persons, participation with dignity, choices and service accessibility. The L.I.F.E. program is a long-term commitment on the part of SEAPARC so that economically disadvantaged citizens of all ages in Sooke and the Juan de Fuca Electoral Area within the Commission's jurisdiction may experience the positive benefits of recreational choices. The Commission's goal is to influence attitudes as well as help individuals adopt healthy lifestyles.

PROCEDURE:

1. Communicate policy to the general public through vehicles such as ~~the SEAPARC website and Facebook page~~, program brochures and presentations to a variety of community social service agencies, schools and community groups.
2. L.I.F.E. application forms are available ~~through~~ at SEAPARC and ~~on the SEAPARC website. government and community agencies in Sooke such as Children and Families Services, Sooke Family Resource Society, Sooke Crisis and Referral Centre and Sooke Hospice.~~

## APPENDIX A

### SOOKE & ELECTORAL AREA RECREATION COMMISSION

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1. SEAPARC staff administers the L.I.F.E. program which includes statistical tracking, communication with L.I.F.E. clients as well as the establishment and implementation of program guidelines.
2. SEAPARC staff shall follow up on reports on possible fraud, particularly on the fee reduction component of the program. L.I.F.E. clients defrauding the system will have their recreation services access privileges revoked.
3. L.I.F.E. participants are offered the following fee reductions:
  - (i) Fifty-two (52) drop-in admissions to drop-in programs at all Greater Victoria municipal/**regional** recreation centres.
  - (ii) Program/Pass Reduction – 50% discount on eligible programs/passes up to four times per year (maximum of \$50.00 per program registration or pass **per quarter**)
4. The L.I.F.E program eligibility criteria is based on verification of residency in Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction and economic status. In addition to proof of residency, citizens who apply for L.I.F.E. must provide proof of income that their total combined gross family income is within or below the low income threshold range as indicated in the most current Statistics Canada's Low Income Thresholds tables. **All applications must be accompanied by a copy of the latest Notice of Assessment from Revenue Canada for each adult living in the household.**
5. **The program shall be administered over a 12 month timeframe, commencing July 1 and concluding June 30. Passes and discount programs are issued on a pro-rated basis.**
6. The L.I.F.E. program is administered through the reception staff at SEAPARC. Upon approval, each member of the family is issued a membership card bearing their photo. Stickers are affixed to the back of each card to track complimentary visits and seasonal **membership/program/pass** discounts.
7. Post-secondary students are not eligible for the L.I.F.E. program.

APPENDIX B

**2013 LIFE PROGRAM INCOME THRESHOLDS**

<b>Number in Household</b>	<b>Income Threshold</b>
1	\$20,065
2	\$24,978
3	\$30,707
4	\$37,283
5	\$42,285
6	\$47,692
7 or more	\$53,097