



Sooke & Electoral Area
Parks and Recreation
Commission

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AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Wednesday, October 1, 2014 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of September 10, 2014
4. Delegation:
 - a) Anne Boquist & Diane Kent re: Admission Fees & "Senior" Definition
5. Correspondence:
 - a) Conchita Maekawa re: Training Assistance Request
6. Chair's Report
7. Directors' Report
8. New Business
9. Unfinished Business
10. Staff Reports
 - a) Staff News
 - b) 2015 Budget & Service Plan
11. Roundtable
12. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, September 10, 2014
SEAPARC Leisure Complex Board Room, Sooke, BC**

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: M. Hicks - Chair (JDF Director), B. Berger, D. Bishop,
P. Grove, W. Milne (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: Jim Perkins (Vice-Chair)
Public: 0
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 Berger that the agenda be approved.
CARRIED

3. APPROVAL OF THE MINUTES OF July 2, 2014

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that the minutes of the July 2, 2014 meeting be adopted.
CARRIED

4. CHAIR'S REPORT

The Chair expressed his pride in the recent accomplishments and improvements to the facility over the past few months and the positive feedback he's received from the community. The Chair thanked staff for all their efforts.

5. DIRECTOR'S REPORT

6. NEW BUSINESS

a) District of Sooke Borrowing By-Law for Construction of a Community Facility

Director Milne provided an update on the proposed municipal election referendum question regarding construction of a community centre. Whereas the original question would have authorized the District to borrow funds for construction, a new referendum question will seek a non-binding mandate from voters for the District to continue working with area stakeholders, including SEAPARC, to develop a multi-use facility.

7. UNFINISHED BUSINESS

8. STAFF REPORTS

a) Staff News

Aquatic

A new inflatable tube and new rope swing have proved very popular.

On July 9, a 16 year old girl suffered an epileptic seizure in the pool during their swim lesson. Swim Instructor Bryce McMath quickly recognized the situation and the lifeguard staff team responded immediately with their first aid protocol. The Commission commends staff involved for their skill, team work and quick response to ensure the youth received the best care possible.

Community Recreation

Trina Titus has been hired as the new ECE Preschool Instructor replacing Audri Mosher. Trina worked at SEAPARC in the same position between 2008-2010. Morgan Gubersky has been hired as the new Arena Team Leader.

Due to the rotating picket lines at Sooke schools, most SEAPARC summer day camps were relocated to alternate locations. Relocating the camps did limit the maximum number of registrations permitted per camp. A total of 73 children were waitlisted this year compared to 13 in 2013.

The Sooke Sk8 & BMX Jam, presented by Heritage Board Shop for youth 18 years and under, was held July 9 and was well attended with 28 participants.

ADMINISTRATION

Bike Park Update

The new Multi-Use Connector trail between Throup Road and SEAPARC is now open to the public and the bike pump track has re-opened. Phase 3 of the project will involve installation of signage and remediation of the existing dirt jump park. The project is within budget and a grand opening event will be held at a future date.

Members of the Juan de Fuca Trails Community Society met with the SEAPARC Manager and provided a design to address the extremely steep trail on the SEAPARC side of the ravine by constructing a graduated step system. It is hoped that volunteer work parties could be organized to work on the trail over the coming months.

Digital Sign

The new digital road sign has been installed and it is expected that BC Hydro will have the sign connected by September 12.

A new LED sign has been installed in the Reception area to advertise facility admission rates, hours and programs.

A20 Dehumidifier

The new A20 Dehumidifier is now fully operational and is effectively removing moisture from the arena area. Staff are calibrating the unit and have noted a few deficiencies that will require remediation once the seasonal demand on the unit is reduced.

Vending Machines/Concession/ATM

Two snack vending machines purchased for the facility are now stocked and operational. A new coin operated coffee/hot chocolate machine from Aramark has proved popular. The Concession will reopen for the season on Sept. 6th (weekends only). A new ATM machine has been purchased and installed in the main lobby.

Staff

Russ Hayes, Facility Maintenance Worker 1, retired at the end of August after eight years with SEAPARC. The Commission wish Russ all the best in his retirement and thank him for his hard work. Hiring is underway for his replacement.

A co-op student has been hired for a three month research assistant term position to assist with the development of a facility-wide emergency response procedures amongst other projects.

The SEAPARC Manager recognized the efforts of Recreation Program staff, working with limited space and staff availability, to provide high quality day camps and services to families during the school closures. Day camps offerings have been fully registered with wait lists.

The SEAPARC Manager recognized Nathan Stewart, Administrative Services Coordinator, for his instrumental role in the success of several recent projects. Mr. Stewart's actions had a major impact on initiatives including the successful inspection and certification of the A20 dehumidifier and addressing the arena plant cooling system installation errors. Mr. Stewart's role ensured the high quality of this year's ice. The Commission recognizes and thanks Mr. Stewart for his service to the facility and the community.

School Closure

In partnership with Rich Dappolonia, SEAPARC offered a hockey day camp during the first week of the teacher's strike with 16 children registered. If the strike persists and registration numbers warrant, the camp will be offered again.

Playing Fields & Partnerships

The SEAPARC Manager reported on a meeting with Harold Cull, School District 62 Secretary-Treasurer to discuss potential partnerships and facility access. Mr. Cull and the SEAPARC Manager have committed to work toward sharing access and partnering on initiatives.

Computer Replacement Cycle

The SEAPARC Manager reported on discussions held with David Hennigan, Senior Manager – Information & Technology & GIS regarding the CRD's computer replacement cycle. The 5 year cycle leads to lower preventative maintenance costs and reflects national pricing. Directors Hicks and Milne expressed concern regarding the annual IT support costs charged by the CRD.

Plan H – Healthy Kids Forum

A day long "Healthy Kids Forum", funded by the Healthy Communities Capacity Grant, will be held on October 21 at Pearkes Arena. The forum will be the first step in what will be an ongoing process to address emerging issues in child and youth health. Over 200 key individuals from a broad spectrum of agencies have been invited to attend the event.

Lighting

The SEAPARC Manager reported on difficulties being experienced with the aging arena lighting fixtures. The Manager will provide a report to the Commission on the cost of upgrading to a facility wide LED full spectrum system, including possible BC Hydro rebates, at a future meeting.

2015 Budget

The 2015 Budget and Service Plan will be presented to the Commission at their October meeting.

Strategic Planning Session w/ Facilitator

The SEAPARC Manager outlined his desire to begin a strategic planning process with Commission in 2015. He noted that it is critical that priorities for the facility, and Sooke area recreation in general, be identified in consultation with all area stakeholders. Over the past few months, information gathering meetings have been held with sports associations, the Sooke Community Association and Sooke School District representatives.

Commissioner Grove entered the meeting at 7:40 pm

b) Staff Reports

SEAPARC Code of Conduct

The SEAPARC Manager recommended that a Facility Code of Conduct be adopted by the Commission. This Code of Conduct, to be posted throughout the facility will be instrumental in assisting our staff and patrons in dealing with difficult public behavior. The recommended wording is as follows:

SEAPARC Code of Conduct for All Persons

- 1. I am responsible for and will control my actions at all times or I will leave the facility.*
- 2. I will treat all others and this facility with respect.*
- 3. I will interact in this facility in a safe and courteous manner.*

Failure to comply with this code of conduct may result in your immediate expulsion from this facility and/or limitations on your ability to enjoy its use.

MOVED BY Director Milne, **SECONDED BY** Commissioner Bishop that the Commission adopt the SEAPARC Code of Conduct as presented. **CARRIED**

Stan Jones Ball Field Re-alignment

The SEAPARC Manager outlined Stan Jones ball field orientation issues including sun glare difficulties which obstruct player's vision in the evening and drainage problems during wet months. The estimated cost to reconfigure the ball field is expected to be approximately \$110,000. The Manager recommended that \$3,675 in Capital Reserve Funds be allocated to develop a design scope of work for field re-alignment and improvements.

Discussion points included:

- potential use of ball field for both slo-pitch and baseball
- project should be included in 5 year strategic plan discussions in 2015
- desire to bring baseball to Sooke and need for a dedicated field
- other uses for area including multipurpose box/basketball court and/or soccer mini-fields
- field currently under-utilized and revenue limited

Director Hicks noted his efforts to bring baseball to Sooke in spring 2015. He proposed using Stan Jones field for weekend games, with practices being held elsewhere, so as not to impede on the Slo-Pitch Association's schedule.

MOVED BY Director Milne, **SECONDED BY** Director Hicks that the Stan Jones Ball Field be made available for youth baseball in spring 2015.

MOVED by Director Hicks, **SECONDED** by Director Milne to amend the main motion to ensure that no charge is applied for youth baseball use of Stan Jones field (as per previous Commission direction) for the period of one season.

The question was called on the main motion as amended and it was **CARRIED**

9. ROUNDTABLE

10 ADJOURNMENT

The regular meeting adjourned 8:15 p.m.

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**

CORRESPONDENCE

September 25, 2014

**SEAPARK
RECEIVED**

SEP 25 2014

To: The Sooke Commission.

Dearest members of the Sooke Commission,

I am sure you remember Ice Dance Skaters Pilar and Leonardo Maekawa; they are Sooke residents and excel as international athletes. They have already earned Provincial and Challenge Championships as well as podium finish at national level in Ice Dance.

For the past few years they have been receiving support from the Commission allowing them to skate at SEAPARK free of charge. Larry Hutchings was a big supporter of Pilar and Leonardo and now that he has retired, I am asking you to consider continuing with this very important support for Pilar and Leonardo, they still don't have any kind of financial support other than their parents who work full time.

Their goal for this season is to qualify for the 2015 Senior Worlds in Shanghai, China.

Pilar and Leonardo are one of the highest-level athletes and most awarded athletes Sooke, and Vancouver Island have ever had. They are great kids and a wonderful role model for younger generations. Being Sooke's residents; they have taken the town's name around the world. They have competed in the USA, Canada, Austria, Italy, Taiwan, Croatia and Japan in the last two years, and this season they will compete in Finland and Korea.

For the past three months they have been skating in Detroit with Marina Zoueva, World and Olympic Champions' coach (Tessa Virtue & Scott Moir Can. / Charlie White & Meryl Davies USA). Pilar and Leonardo will be back at the end of October and hope to skate in Sooke for a couple of hours a week to keep their level up in preparation for Finland and Korea.

For Pilar and Leonardo Figure Skating is not a recreational activity, is their passion and a way of life, being an elite athlete is not easy, it requires total commitment, focus, and many hours of training on and off the ice (ballroom dancing, ballet, gym), close to 45 hours a week all year round. They also need to work hand in hand with a nutritionist, massage and physiotherapist and other specialists in order to keep their health at the top.

I hope you will kindly consider this petition and support this Sooke's athletes who have excelled at regional, provincial, national and international levels.

Thank you for your kind attention to this letter.

Most sincerely,
Conchita
(Pilar and Leonardo's mother)

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF OCTOBER 1, 2014**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Taste of SEAPARC was held September 2-8th. Over 130 people tried out a variety of aquatic, fitness and recreation programs for free. This has become an annual September initiative to increase registration in both drop-in and registered programs.

Aquatics:

During the school strike, the pool offered themed fun swims Monday to Friday from 1-3:30pm. While space was limited, both regular daytime users and new participants were accommodated. 352 children are currently participating in swim lessons every week, plus 24 children are registered in the Sharks swim club program. The morning aqua fit continues to see an average of just under 20 people per class, with attendance in the evening aqua fit classes is increasing as well.

Community Recreation

During the teacher's strike, SEAPARC offered School's Out Camps Sep 2-19. Each day the program was full with 12 children registered and an average of 10 children waitlisted per day. The camp leaders kept the children active with daily out trips, games, swimming and skating despite the challenge of not having a dedicated space in the facility and having to move the program to various rooms and locations throughout each day. Additional public skates were held during the day time as well. The school closures impacted regular fall recreation programs including basketball and taekwondo, which either had to be postponed or re-located.

60 people attended the first Coast Capital Free Skate on September 16th.

Patrons expressed their appreciation of the additional programming SEAPARC offered in the pool, the arena and camps during the school closures.

Staffing

New staff were hired for the fall including Taylor Haisell, who will work in arena programs, and Chloe Speakman who was hired as a Lifeguard/Instructor.

ADMINISTRATION

Staff

Donald Derkson will be joining the SEAPARC team as a Facility Maintenance Worker 1. Don has recently moved to Sooke and has several years of experience as a facility maintenance worker.

Jake Morris recently joined us as co-op student for a three month term. Jake is second year Camosun business student who will be working on a facility wide emergency procedures plan and several grant applications.

Preventative Maintenance

The SEAPARC Manager has identified that a preventative maintenance program would benefit SEAPARC by providing increased efficiency in inspections and repairs before items fail. The CRD owns a SAP program that can be used for this purpose and the SEAPARC Manager is examining possible implementation and costs involved. More information will be provided at a future meeting.

LED Lighting Upgrade

Through CRD Engineering, SEAPARC is seeking assistance from a lighting consultant for the possible conversion of SEAPARC's existing lighting to LED full spectrum. The consultant will develop a scope of work and verify grants and return on investment. These components will be necessary to ensure the project delivers both improved lighting and substantial energy savings. A full staff report will be presented at a future meeting.



Steve Knoke
SEAPARC Manager

2015 BUDGET

| SEAPARC - ALL SERVICE AREAS | 2014 BOARD BUDGET | 2014 ESTIMATED ACTUAL | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-------------------------|-----------------------------|--------------------|-------------------------------------|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | 2015 CORE | 2015 Continuous Supplementary | 2015 Single Supplementary | 2015 TOTAL | 2016 TOTAL | 2017 TOTAL | 2018 TOTAL | 2019 TOTAL |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Arena | 874,710 | 829,020 | 894,940 | - | - | 894,940 | 925,664 | 946,395 | 967,293 | 988,385 |
| Community Recreation | 525,040 | 500,820 | 536,840 | - | - | 536,840 | 548,211 | 560,405 | 571,636 | 582,719 |
| Outdoor Facilities | 28,690 | 26,270 | 31,670 | - | - | 31,670 | 32,110 | 32,400 | 32,690 | 32,990 |
| Multi-Purpose Rooms | 45,250 | 48,590 | 50,060 | - | - | 50,060 | 51,187 | 52,203 | 53,258 | 54,322 |
| Concession | 8,250 | 33,750 | 41,750 | - | - | 41,750 | 42,585 | 43,437 | 44,305 | 45,192 |
| Pool | 1,365,080 | 1,329,130 | 1,438,670 | - | - | 1,438,670 | 1,469,632 | 1,500,552 | 1,531,759 | 1,563,205 |
| TOTAL OPERATION AND OVERHEAD COSTS | 2,847,020 | 2,767,580 | 2,993,930 | - | - | 2,993,930 | 3,069,389 | 3,135,391 | 3,200,941 | 3,266,812 |
| *Percentage increase over prior year | | | 5.16% | | | 5.16% | 2.52% | 2.2% | | |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Arena | 200,780 | 253,910 | 223,550 | 169,000 | - | 392,550 | 457,550 | 457,550 | 457,550 | 457,550 |
| Pool | 35,730 | 110,700 | 35,000 | 25,000 | - | 60,000 | 61,200 | 62,424 | 63,672 | 64,946 |
| <u>DEBT CHARGES</u> | | | | | | | | | | |
| Pool | 298,980 | 298,980 | 65,560 | - | - | 65,560 | - | - | - | - |
| TOTAL OPERATING, CAPITAL AND DEBT COSTS | 3,382,510 | 3,431,170 | 3,318,040 | 194,000 | - | 3,512,040 | 3,588,139 | 3,655,365 | 3,722,164 | 3,789,308 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Arena | (352,200) | (329,300) | (336,910) | - | - | (336,910) | (343,261) | (349,990) | (356,500) | (363,142) |
| Community Recreation | (216,520) | (217,650) | (229,500) | - | - | (229,500) | (233,938) | (238,465) | (243,266) | (247,979) |
| Multi-Purpose Rooms | (10,890) | (9,800) | (11,080) | - | - | (11,080) | (11,302) | (11,528) | (11,758) | (11,993) |
| Concession | (11,500) | (44,000) | (54,000) | - | - | (54,000) | (55,620) | (57,289) | (59,007) | (60,777) |
| Pool | (283,570) | (322,590) | (323,260) | - | - | (323,260) | (333,823) | (340,499) | (347,309) | (354,256) |
| TOTAL REVENUE | (874,680) | (923,340) | (954,750) | - | - | (954,750) | (977,943) | (997,771) | (1,017,841) | (1,038,147) |
| Estimated balance C/F from current to Next year | - | - | - | - | - | - | - | - | - | - |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| REQUISITION | (2,507,830) | (2,507,830) | (2,363,290) | (194,000) | - | (2,557,290) | (2,610,196) | (2,657,594) | (2,704,323) | (2,751,161) |
| *Percentage increase over prior year requisition | | | -5.76% | | | 1.97% | 2.07% | 1.82% | 1.76% | 1.73% |
| PARTICIPANTS: District of Sooke, Sooke Recreation SA #6 | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 17.00 | 17.00 | 17.00 | 0.00 | 0.00 | 17.00 | 17.00 | 17.00 | | |
| User Funding % | 25.86% | 29.48% | 28.77% | | | 27.19% | 27.25% | 27.30% | 27.35% | 27.40% |
| User Funding excluding debt% | 28.37% | | 29.35% | | | 27.70% | 27.25% | 27.30% | 27.35% | 27.40% |

1.40X SEAPARC

| | | |
|--|----------------------------|--|
| 2015 | | |
| <u>Continuous Supplementary Items:</u> | \$194,000 | <u>One-Time Single Supplement</u> |
| Increase Contribution to Capital Reserve Fund in 401 (arena) | \$169,000 | |
| Increase Contribution to Capital Reserve Fund in 403 (pool) | \$25,000 | |
| | SUPPLEMENTARY TOTAL | \$194,000 |
| 2016 | | |
| <u>Continuous Supplementary Items:</u> | \$0 | <u>One-Time Single Supplement</u> |
| | SUPPLEMENTARY TOTAL | \$0 |

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2015 & Forecast 2016 to 2019

Service #:

1.403

Service Name:

SEAPARC - Swimming Pool

| Year (1) | Type Code (2)* ↓ | Specific Project Description (3) | Capital Expense \$ | Source (4) ** ↓ | Funding Amount Total (5) \$ | Grant Program Sponsor (6) | Loan Authorization # (7) | Participants (8) ↓ | % |
|-------------|---------------------------|--------------------------------------|--------------------------|-----------------------|--------------------------------------|---------------------------------|--------------------------------|--------------------------|---|
| 2015 | E | Pool Vacuum | 7,000 | E | 7,000 | | | | |
| 2015 | B | Sauna Reno | 5,000 | R | 5,000 | | | | |
| 2015 | B | Pool Shower Renovation | 27,500 | R | 27,500 | | | | |
| 2015 | E | Pool Pumps Motors | 7,000 | E | 7,000 | | | | |
| 2015 | E | Inflatable | 8,000 | R | 8,000 | | | | |
| 2015 | E | Pool HVAC | 10,000 | E | 10,000 | | | | |
| 2016 | E | Pool Boilers/ Natural Gas Conversion | 166,000 | R | 166,000 | | | | |
| 2016 | E | Pool Heat Exchangers | 10,000 | E | 10,000 | | | | |
| 2016 | B | Grout Hot Tub | 7,500 | R | 7,500 | | | | |
| 2016 | E | Pool Lectorator System | 6,000 | E | 6,000 | | | | |
| 2017 | B | Building Renewal | 100,000 | R | 100,000 | | | | |
| 2017 | E | Pool Pumps Motors | 7,500 | E | 7,500 | | | | |
| 2017 | E | Underwater Lighting | 25,000 | E | 25,000 | | | | |
| 2019 | E | Pool HVAC | 5,000 | E | 5,000 | | | | |
| 2019 | E | Pool Pumps Motors | 10,000 | E | 10,000 | | | | |
| 2019 | E | Pool Diving Board/Swing/Attractions | 10,000 | R | 10,000 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

TOTAL

411,500

411,500

Type Codes (2)*

L = Land

S = Engineering Structures

B = Buildings

V = Vehicles

E = Equipment

Funding Source Codes (4) **

D = Debenture Debt (new debt only)

E = Equipment Replacement Fund

G = Grants (Federal, Provincial)

O = Donations / Third Party Funding

C = Capital Funds on Hand

R = Reserve Fund

S = Short Term Loans

L = Lands Sales

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2015 & Forecast 2016 to 2019

Service #: 1.401

Service Name: SEAPARC - Facilities and Recreation

| Year (1) | Type Code (2)* ↓ | Specific Project Description (3) | Capital Expense \$ | Source (4) ** ↓ | Funding Amount Total (5) \$ | Grant Program Sponsor (6) | Loan Authorization # (7) | Participants (8) ↓ | % |
|--------------|---------------------------|-------------------------------------|--------------------------|-----------------------|--------------------------------------|---------------------------------|--------------------------------|--------------------------|---|
| 2015 | E | Computer and Peripheral Replacement | 730 | E | 730 | | | | |
| 2015 | B | Asbestos Inventory | 3,000 | R | 3,000 | | | | |
| 2015 | E | Safety Relief Valves | 5,000 | E | 5,000 | | | | |
| 2015 | V | Community Recreation Bus | 65,000 | E | 65,000 | | | | |
| 2015 | B | Parking lot asphalt repair | 18,000 | R | 18,000 | | | | |
| 2015 | E | Floor Machine | 7,000 | E | 7,000 | | | | |
| 2015 | E | Folding Chairs and Tables | 4,200 | R | 4,200 | | | | |
| 2015 | E | Facility Signage | 30,000 | R | 30,000 | | | | |
| 2015 | E | LED lighting upgrade | 91,000 | R | 74,000 | | | | |
| | | | | G | 17,000 | BC Hydro Rebate | | | |
| 2015 | L | Bike Park Development | 10,000 | R | 10,000 | | | | |
| 2015 | L | Ball Park re-alignment | 25,000 | R | 25,000 | | | | |
| 2015 | B | Child Care Expansion | 625,000 | R | 125,000 | | | | |
| | | | | G | 500,000 | Provincial Grant | | | |
| 2016 | E | Building HVAC | 5,000 | E | 5,000 | | | | |
| 2016 | E | Computer and Peripheral Replacement | 2,200 | E | 2,200 | | | | |
| 2016 | L | SEAPARC Infrastructure Enhancements | 300,000 | R | 300,000 | | | | |
| 2017 | E | Zamboni | 100,000 | E | 100,000 | | | | |
| 2018 | E | Oil Separators | 7,500 | E | 7,500 | | | | |
| 2018 | E | Compressor Drive Motors | 12,000 | E | 12,000 | | | | |
| 2019 | E | Phone System | 45,000 | E | 45,000 | | | | |
| 2019 | B | Arena Roof | 1,100,000 | S | 1,100,000 | | | | |
| 2019 | E | Electrical Distribution | 50,000 | R | 50,000 | | | | |
| TOTAL | | | 2,505,630 | | 2,505,630 | | | | |

| Type Codes (2) * | Funding Source Codes (4) ** | |
|----------------------------|-------------------------------------|---------------------------|
| L = Land | D = Debenture Debt (new debt only) | C = Capital Funds on Hand |
| S = Engineering Structures | E = Equipment Replacement Fund | R = Reserve Fund |
| B = Buildings | G = Grants (Federal, Provincial) | S = Short Term Loans |
| V = Vehicles | O = Donations / Third Party Funding | L = Lands Sales |
| E = Equipment | | |

2013-15 SERVICE PLAN

SERVICE NAME: SEAPARC - Sooke and Electoral Area Parks and Recreation Commission

Changes in assumptions, trends, and other issues since 2014: (linked to section 1.4, 2.6 of the detailed service plan)

SEAPARC is actively working to develop new and existing relationships with community agencies to improve recreation service delivery in the region.

Sooke and Juan de Fuca areas continue to grow placing new and increased demand on service providers. Future initiatives that may impact SEAPARC include, field management, turf field development, fitness facility, new library, minor sports development, seniors and youth community centre.

Overall 2014 budget performance:

2014 budget on track to meet expectations.

No deficit is anticipated.

New division initiatives: (service plans have been updated accordingly; linked to section 3 of the detailed service plan)

SEAPARC commission has approved the refurbishment of the existing bike park facility located on the lower field.

District of Sooke was successful in its application of the Active Transportation Innovative Infrastructure Grant (\$75,000). This grant will contribute to construction of the bike park and provide walking/bike trail improvements at SEAPARC.

Proposed changes to staffing levels: (linked to section 2.3 of the detailed service plan)

No changes to current staffing levels.

KEY PERFORMANCE INDICATORS (linked to section 4 of the detailed service plan)

| Indicator Name | 2013 Planned | 2013 Actual | 2014 Actual | 2015 projected |
|--|--------------|-------------|-------------|----------------|
| <u>Financial:</u> | | | | |
| User Funding % (without debt) | 30% | 31% | 30% | 28% |
| <u>Customers:</u> | | | | |
| Increase customer visits – Visits % year over year values | 1% | 1.5% | 2% | 3% |

Service Plan for SEAPARC Leisure Complex

2013-2015

Updated September 26, 2014

Capital Regional District / September 26, 2014

Capital Regional District / Parks & Environmental Services
SEAPARC Leisure Complex
2168 Phillips Road, Sooke BC
T: 250.642.8000 www.crd.bc.ca/seaparc

CRD
Making a difference...together

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1 Overview

1.1 Scope

Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) is a regional recreation service established by Bylaw 3344 (amending Bylaw 152). Participating areas include the District of Sooke and portions of the Juan de Fuca Electoral Area (JdFEA). The JdFEA communities participating in the SEAPARC service include East Sooke, Otter Point, Shirley/Jordan River and Port Renfrew.

Sooke and Electoral Area Parks and Recreation (SEAPARC) provides recreational opportunities for the public through the planning, development, and operation of recreation facilities, programs and activities with a focus on the citizens of the District of Sooke and the Juan de Fuca Electoral Area (Mission Statement October 16, 1991).

Bylaw 152 delegated administrative authority to SEAPARC for the purpose of providing recreational and related community programs, equipment and facilities.

The commission is comprised of seven elected and appointed members from the District of Sooke and Juan de Fuca Electoral Area. Two elected members (the Mayor and one Councillor) represent the District of Sooke as well as two appointed volunteer commissioners. The Electoral Area Director sits on the Commission and recommends appointment of one member from the Electoral Area. There is also one youth member who is registered in the secondary school program of Sooke School District 62 and a resident of Juan de Fuca Electoral Area or the District of Sooke.

The service administers an ice arena, aquatic centre, program spaces, a regulation size slo-pitch field, bike park and a skateboard park. A boardroom is used as meeting and program space, and is available, free of charge, to community agencies that demonstrate community benefit through provision of services for the greater public good.

A broad range of recreational services are provided by the Commission including provision of well-maintained facilities for public use, community recreational programs, community partnerships and facilitation services.

Annual cost for the SEAPARC service, net of grants and other revenues, is currently apportioned based on population. The District of Sooke pays approximately 75% of the cost of providing the service; JdFEA pays approximately 25%.

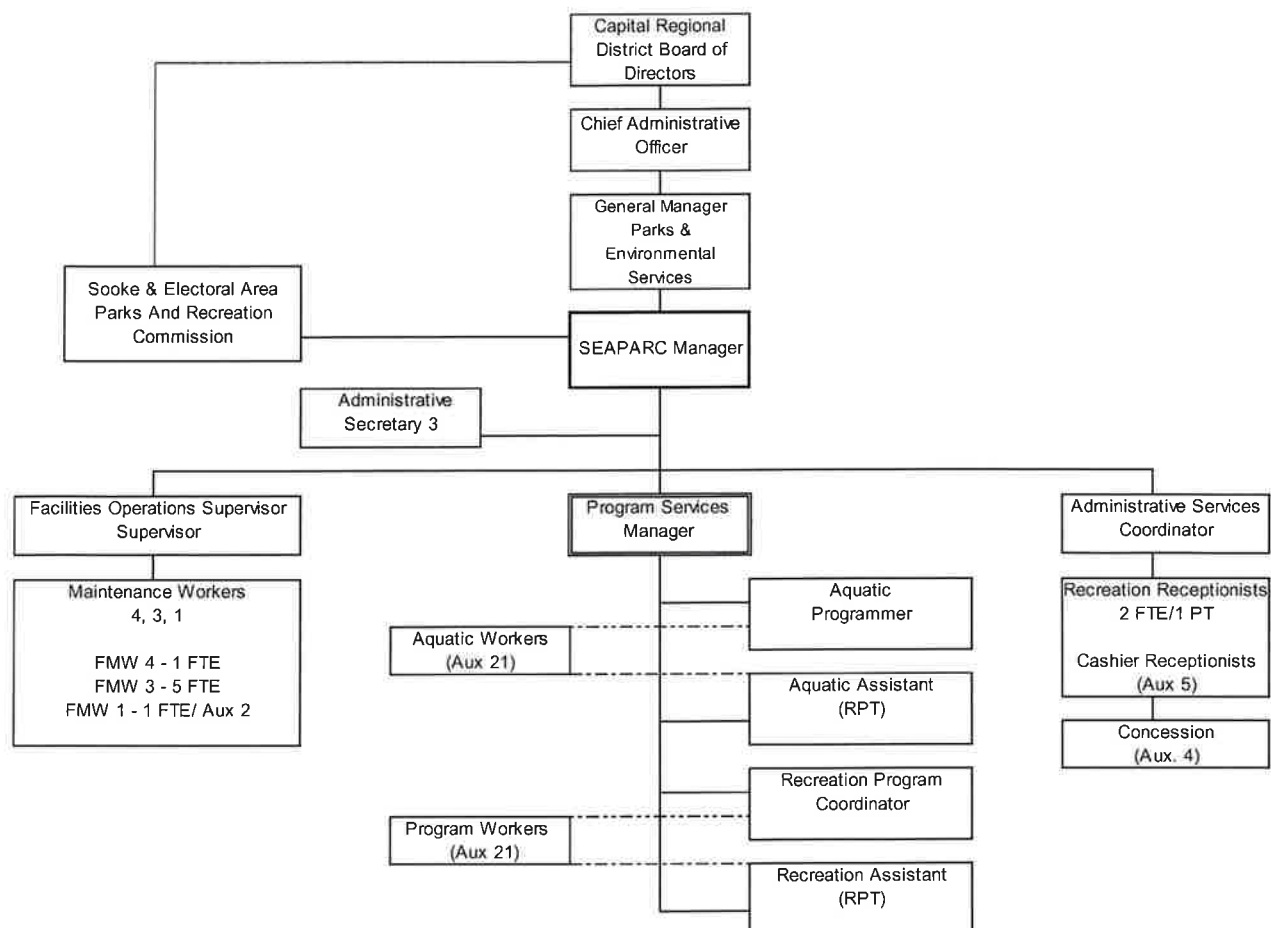
1.2 Primary Contact

Name: Steve Knoke

Title: SEAPARC Manager

Contact information: 250-642-8009; email: sknoke@crd.bc.ca

1.3 Organization Chart



as of Oct. 15, 2013

1.4 Key Trends and Issues

Sooke and JdFEA:

- Sooke has a growing population and a relatively high percentage of young families.
- Between 2006 and 2011, Sooke district population increased by 17.9% (CRD). Continued high levels of population growth will place increased pressure on the demand for services and facilities.
- Community recreation facilities are aging and in need of capital improvements.
- Numerous service providers of sport, recreation, parks, and leisure activities may result in a fragmented delivery of services in Sooke.
- There are emerging opportunities for SEAPARC to work and partner with various community recreation stakeholders including the Sooke School District 62, Sooke Community Association, District of Sooke, T'Sou-ke Nation and local sports associations.

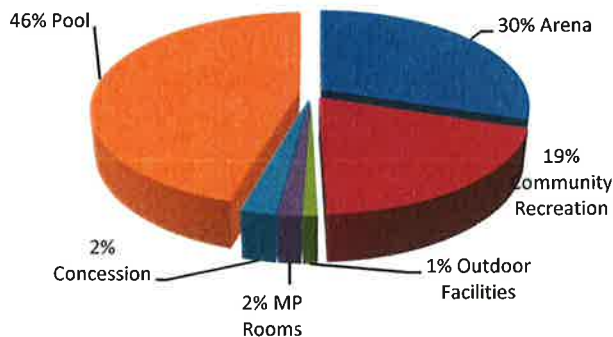
BC-Wide:

(excerpt from the Strategic Plan for Parks and Recreation Sector in BC, © 2006 BC Recreation and Parks Association)

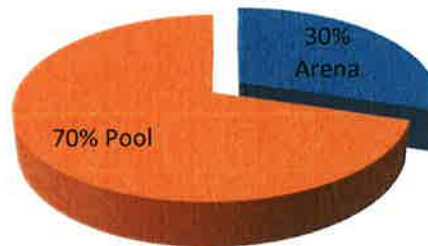
- A shifting population profile. The proportion of age 65+ older adults will increase from 13.6 in 2001 to approximately 24% in 2031.
- There is a clear shift toward more informal and individualized activities (youth and adult).
- Child and youth inactivity is considered to be a major problem as obesity rates have tripled over a 15 year period. The amount of "screen" time (i.e. video games and television) has increased as children pursue less active forms of activity. Chronic disease levels have increased in children and youth, creating concerns for long-term health impacts.
- Growing leisure activities including walking and cycling, home landscaping and gardening, cultural activities, outdoor activities and environmental learning, cultural learning and ecotourism, and physical activity as rehabilitation. Demands by parents for children's physical activity programs will grow.
- The development of greenways, bikeways and pathway systems is a key priority for community open space systems. These systems contribute to personal and environmental health.
- Programs aimed at rehabilitation and wellness can be offered through partnerships with the health sector. Programs offered in community, rather than clinical settings, are more likely to lead to ongoing healthy lifestyle behavior. Aquatic and fitness elements can be included in facility design.

1.5 Summary of 2014 Expenditures and Capital

SEAPARC Operating Expenditures By Function Total Expenditures of 2.9M



SEAPARC Capital Expenditures By Function Total Expenditures of 0.5M Including Debt



2 Services

2.1 Core Services

| Service | Scope |
|-----------------------------|--|
| Community Recreation | <p>SEAPARC provides a broad scope of recreational program services and community amenities not offered by other agencies and service providers, including:</p> <ul style="list-style-type: none">• Administration• Aquatic Centre• Arena• Maintenance• Program and Meeting Spaces• Recreation Programs• Skate Park• Stan Jones Ball Field• Bike Park <p>Programs and services are generally accessible to the general public and include aquatic and ice programs, community special events, sports and leisure programs and general “free play” opportunities. Partnerships and facilitation services are within SEAPARC's scope of services.</p> <p>Facilities are often leased by contract to various user groups including adult and youth hockey and skate clubs, swim teams, ball teams, the general public as well as private enterprise and community service agencies.</p> <p>Facilities are utilized by SEAPARC program staff and contractors to offer a wide variety of community recreational programs.</p> <p>SEAPARC also partners with other community service providers and recreational contractors to provide innovative and creative opportunities for residents.</p> <p>Maintenance of all facility space is an integral component of core services. Facilities are maintained to the following standards of cleanliness for public use, 24/7/360 days per year:</p> <ol style="list-style-type: none">1. Human Contact - Areas where intimate contact of users occurs and cleanliness is the number one priority.2. General Contact – These are areas which are handled regularly and require regular cleaning (number two priority).3. Aesthetics – These are visible areas of the Facility that require regular but less frequent cleaning. |

2.2 Service Levels

| Service Level Adjustments | | | | |
|----------------------------------|--|--|--|--|
| Service | Base year 2012 | Year 1 (2013) | Year 2 (2014) | Year 3 (2015) |
| Community Recreation (continued) | AQUATIC CENTRE: <p>The Aquatic Centre offers a variety of aquatic programs for all ages and abilities.</p> <ul style="list-style-type: none"> Usable hrs/week: 98 Rental hrs/week (avg): 9 (9%) Public admission hrs/week (avg): 98 (100%) Registered Programs hrs/week (avg): 60 Aquafit hrs week (avg): 17 (17%) | Maintain or increase based on demand | Maintain or increase based on demand | Maintain or increase based on demand |
| | ICE ARENA: <p>The ice arena is fully utilized by youth and adult sport agencies. SEAPARC plans, organizes and implements a variety of public ice programs.</p> <ul style="list-style-type: none"> Usable hrs/week: 122.5 Contract hrs/week (avg): 80 (65%) *Community hrs/week (avg): 27 (22%) Maintenance hrs/week (avg): 15.5 (13%) <p>* Includes Registered & Drop-In Programs, Special Events & Open Time</p> | No Change | No Change | No Change |
| | DRY FLOOR ARENA: <p>Used by community agencies and SEAPARC staff. The "dry floor season" (12 weeks, Apr-June) offered over 200 hours of programming in 2012.</p> <ul style="list-style-type: none"> Usable hrs/week: 84 Contract hrs/week (avg): 12 (14%) *Community hrs/week (avg): 68 (81%) Maintenance hrs week(avg): 4 (5%) <p>* Includes Registered & Drop-In Programs, Special Events & Open Time</p> <ul style="list-style-type: none"> Registered & Drop-In program hours hrs/per week (avg) : 18 Annual Special Events: Garage Sale & Easter Eggstravaganza <p>Note: Sooke Fine Arts Show (6 week booking July/Aug)</p> | Increase Community Programmin g/Utilization: 10% | Increase Community Programmin g/Utilization: 15% | Increase Community Programmin g/Utilization: 20% |
| Community Recreation (continued) | FITNESS: <p>SEAPARC provides a variety of aerobic classes each week:</p> | Maintain or increase based on | Maintain or increase based on | Maintain or increase based on |

| | | | | |
|----------------------------------|---|---|---|---|
| | <ul style="list-style-type: none"> • Total hours per week (avg): 13 • Registered Fitness Classes per wk (avg): 7 • Drop-in Fitness Classes per week (avg): 6 | demand | demand | demand |
| | <p>COMMUNITY PARTNERSHIPS:</p> <p>SEAPARC maintains a reciprocal school use agreement with SD62 in which over 1,000 hrs of services are reciprocated between the two partners.</p> <p>Staff engage with numerous community partners to deliver and facilitate sport, recreation and leisure services. Partnerships include:</p> <ul style="list-style-type: none"> • Chamber of Commerce Santa Parade • Sooke Safe Halloween Event • Canada Day Celebrations • National Child Skate Day (Sooke Family Resource Society) • Family Arts Fair (Sooke Community Arts Council) • Ista Ya Conenet "Let's Go Run" (T'Sou-ke Nation) • Festival of Trees (BC Children's Hospital) | Maintain or increase based on opportunity | Maintain or increase based on opportunity | Maintain or increase based on opportunity |
| | <p>COMMUNITY SPECIAL EVENTS:</p> <p>SEAPARC is involved in a number of community events each year including:</p> <ul style="list-style-type: none"> • Move for Health Day • Sooke Santa Skate & Swim • Easter Eggstravaganza • Skate Jam • Community Garage Sale & Family Arts Fair • Special theme events throughout the year | Maintain or increase based on opportunity | Maintain or increase based on opportunity | Maintain or increase based on opportunity |
| Community Recreation (continued) | <p>CHILDREN'S PROGRAMS:</p> <p>SEAPARC offers a variety of school-aged children's programs including Licensed Preschool, Licensed After School Care, day camps (Pro-D, Winter, Spring, Summer), and skill-development programs.</p> <ul style="list-style-type: none"> • Licensed Preschool: 20 hrs/week (Sept-June) • Licensed After School Care: 13.75 hrs/week (Sept. June) • Pro D Camps: 52 hrs/yr (Sept. – June) • Spring Break Camp: 35 hrs (March or April) • Summer Camp: 35 hrs/week (July & August) | Maintain or increase based on opportunity | Maintain or increase based on opportunity | Maintain or increase based on opportunity |

| | | | | |
|----------------------------------|---|---|---|---|
| | FREE/LOW COST YOUTH/TEEN PROGRAMS: SEAPARC offers a number of free or low-cost programs and events specifically designed for Sooke teens & youth including: <ul style="list-style-type: none"> • Saturday Night Teen Drop-In • Home Alone Programs • Youth Week Special Events • Skate Instructors Course • Youth Leadership Development • Skate Jam • Girls Just Wanna Have Fun | Maintain or increase based on opportunity | Maintain or increase based on opportunity | Maintain or increase based on opportunity |
| | FREE/LOW-COST PROGRAMS: In order to encourage participation by as many residents as possible, SEAPARC offers a variety of free or low-cost events/programs: <ul style="list-style-type: none"> • LIFE (Leisure Involvement for Everyone) • Free Walking Club – 2 hrs/twice a week • Weekly Toonie Skates • Pro D & Spring Break Toonie Skates • Weekly Toonie Swims • Coast Capital sponsored Free Skates & Swims • Kindergym Drop-In • Local Day Hikes | Maintain or increase based on opportunity | Maintain or increase based on opportunity | Maintain or increase based on opportunity |
| Community Recreation (continued) | MAINTENANCE: <i>See Appendix 1 attached for specific allocations</i> <ul style="list-style-type: none"> • 24/7/360 days per year Entire Leisure Complex cleaned a minimum of once per day in accordance with standards of cleanliness for public use <u>Stan Jones Field</u> <ul style="list-style-type: none"> • Mowing - Spring/Summer = 2 x times per week; Fall = 1 x per week • Infield Maintenance – 6 x per week • Trimming – 1 x per week (May-Sept) | No Change | No Change | No Change |
| | | No Change | No Change | No Change |

| | | | | |
|--|---|-----------|-----------|-----------|
| | <ul style="list-style-type: none"> Fertilized - 3 x each year <p>Sooke Skate Park</p> <ul style="list-style-type: none"> Facility service a min. of 3 x per week (Sept-Mar); Daily (Apr-Aug) including: <ul style="list-style-type: none"> Park inspection Washroom service Garbage removal Offensive graffiti painted over Grass cut 1x per week (Apr-Sept) <p><u>Bike Park</u></p> | No Change | No Change | No Change |
|--|---|-----------|-----------|-----------|

2.3 Workforce Considerations

| Service | Workforce (FTEs) | | | |
|----------------------|------------------|---------------|---------------|---------------|
| | Base Year 2012 | Year 1 (2013) | Year 2 (2014) | Year 3 (2015) |
| Community Recreation | 16 FTE | 17 FTE | 17 FTE | 17 FTE |
| Total | 16 | 17 | | |

2.4 Customers and Governance

| Service | External Customers | Internal Customers | Reviewing Commissions & Committees |
|----------------------|--|--------------------|---|
| Community Recreation | General public and service agencies of Sooke and Juan de Fuca Electoral Area | None | Sooke and Electoral Area Parks and Recreation Commission (SEAPARC), CRD Board |

2.5 Delivery Strategy

| Service | Delivery Strategy | Funding | Legislative Authority |
|----------------------|--|---|---|
| Community Recreation | CRD Resources; Contract for services; Community partnerships | Requisition based on Property Tax Assessment User Fees Donations Grants Requisition: 71% User Funding: 29% | Bylaws 152 and 2598, as amended by Bylaws 3344 and 3345 respectively. |

3 Divisional Initiatives

This section highlights divisional Strategic Plan initiatives for 2013 – 2015 and CRD Strategic Plan priorities.

| Initiatives | Description | Budget Implications |
|---|--|---|
| 2013 | | |
| Energy Audit and Feasibility Study | Investigate current and future projected energy demand and identify potential reductions to the current demand spectrum. Implement feasible energy reduction measures in 2013/14. | Capital Reserve Equipment Replacement Fund |
| Initiate Capital Plan Projects | Major projects in 2013 include: <ul style="list-style-type: none"> replacing the evaporative condenser, implementing fire sprinkler upgrades pool deck re-grouting in the Aquatic Centre replacing all light fixtures in the Arena and Aquatic Centre (subject to final BC Hydro Energy Audit report) | Capital Reserve Equipment Replacement Fund |
| Recreation Master Plan | Participate in the development of a Recreation Master Plan for the service area | \$25,000 – Reserve Account |
| 2014 | | |
| Initiate Capital Plan Projects | Major projects in 2014 include: <ul style="list-style-type: none"> replacing the desiccant dehumidifier implementing fire sprinkler upgrades refurbish road sign with digital update pool deck re-grouting in the Aquatic Centre Replace arena compressor Bike park planning replacing all light fixtures in the Arena and Aquatic Centre (subject to final BC Hydro Energy Audit report) | Reserve Equipment Replacement Fund |
| Recreation Master Plan | Participate in the development of a Recreation Master Plan for the service area | \$25,000 – Reserve Account |
| Energy Audit and Feasibility Study | Review report and look for future opportunities to reduce energy consumption. | Capital Reserve Equipment Replacement Fund |

| Initiatives | Description | Budget Implications |
|---|--|---|
| 2015 | | |
| Initiate Capital Plan Projects | Major projects in 2015 include: <ul style="list-style-type: none"> • Bus Replacement • LED lighting upgrade • Zamboni Replacement • Pool Shower Renovations • SAP PM maintenance • Bike park development | Capital Reserve Equipment Replacement Fund |
| Recreation Master Plan | Participate in the development of a Recreation Master Plan for the service area | \$25,000 – Reserve Account |
| Energy Audit and Feasibility Study | Review report and look for future opportunities to reduce energy consumption. | Capital Reserve Equipment Replacement Fund |

CRD Strategic Priorities 2013-2015

| CRD Strategic Priority | Corporate Goal (per Strategic Plan) | Strategic Initiatives | Description | Budget Implications |
|---|--|---|---|---------------------------|
| Regional Transportation & Planning | Improved pedestrian and cycling facilities | Active Transportation Network / Multi-use Connector | Created a multi-use cycling and pedestrian active transportation corridor (completion date August 2015) | Trail Grant |
| Healthy Region | Increase support for healthier communities | Plan H Healthy Kids | Community capacity building | Plan H Healthy Kids Grant |
| Regional Environmental Stewardship | Links to Success Indicator metric | Energy Audit & Feasibility Study | Reductions in energy use | Capital Plan |

4 Performance Monitoring

| Indicator | 2013 Planned | (2013) (actual) | (2014) (actual) | (2015) (projected) |
|--|----------------|---|---|---|
| Financial | | | | |
| User Funding % (without debt) | 30% | 31% | 30% | 28% |
| Customers | | | | |
| Increase customer visits – Visits % year over year values <ul style="list-style-type: none"> Total Admissions per year: (2011 figures incl. general admissions, memberships, passes, LIFE & program visits) <ul style="list-style-type: none"> Aquatic = 65,000 Ice Arena/Dry Floor =10,400 Total Memberships = 1,390 Total Registered Programs = 5,000 | 1% | 1.5% | 2% | 3% |
| Customer Satisfaction Rating Response rate to customer suggestions & comments: In 2013, staff will implement a baseline for measuring customer satisfaction (service & facility cleanliness). The tool used to measure customer satisfaction will be a survey with a rating scale of 1-4 (4=Excellent; 3=Good; 2=Fair 1=Poor) | 95% n/a | 98% 80% of customers rate service & cleanliness as 3 or higher | No Change 85% of customers rate service & cleanliness as 3 or higher | No Change 90% of customers rate service & cleanliness as 3 or higher |
| Maintenance Facility cleanliness standards checked and documented weekly by Supervisor | Once a week | No Change | No Change | No Change |