



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, May 6, 2015 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of April 30, 2015
4. Chair's Report
5. Directors' Report
6. Staff Reports
  - a) Staff News
  - b) Staff Report – Proposed Fees & Charges 2015/16
7. Public Question Period
8. Round Table
9. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Special Meeting held Thursday, April 30, 2015  
SEAPARC Leisure Complex Board Room, 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: M. Hicks - Chair (JDF Director), B. Berger - Vice Chair,  
D. Bishop, P. Grove, M. Tait (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: J. Perkins  
Public: 1  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:39 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger **SECONDED** by Commissioner Grove that the agenda be adopted as presented.

**CARRIED**

**3. APPROVAL OF THE MINUTES OF April 1 and April 14, 2015**

**MOVED** by Director Bishop, **SECONDED** by Commissioner Berger that the minutes of the April 1 and 14, 2015 meetings be adopted.

**CARRIED**

**4. MOTION TO MOVE IN CAMERA**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.*

**CARRIED**

The in camera meeting commenced at 6:45pm and adjourned at 8:46 pm.

**5. ADJOURNMENT**

The regular meeting adjourned at 8:47 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder

# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF MAY 6, 2015**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAM SERVICES**

Program Registration

Registration for summer programs opened April 15<sup>th</sup>. Over \$15,000 in registration revenue was collected on that first day.

Staffing

Joseph Fairall and Kjersten Herkel were recently hired as auxiliary Birthday Party Leaders. Summer camp staff have also been hired including current employees Tara Seeburger, Emily Percival-Paterson, Derek Powers, Morgan Gubersky, Wyatt Church, Norris Wass-Little, Taylor Haisell, McKenzie Meginbir and Desirae Meija, and new employees Lauren Bernardi, Josh Rintoul and Matthew Miller.

Events

The annual Easter Eggstravaganza was held Saturday, April 4<sup>th</sup>. 450 people attended, including 250 children. The event included an Easter egg hunt, crafts, face painting, inflatables and a visit from the Easter Bunny. The event was a huge success with over \$460 was raised for the Sooke Food Bank, along with a large amount of food donations.

The annual SEAPARC Community Garage Sale took place April 18<sup>th</sup>. 70 tables were sold, in addition vendors bringing in their own tables. \$870 in revenue was collected from vendors for this event. The annual Family Arts Fair was also held in conjunction with the garage sale. Both events were well attended.

Aquatic

The new SEAPARC pool inflatable will be made available to the public during the first week of July with a special swim. Aquatic staff have been trained on its safety and operating procedures. The Safety Authority has approved its use, based on implementing some additional safety procedures.

There are currently 511 children registered in swim lessons. During lesson times, pool space is quite limited. Staff are working to balance the lessons in the pools to optimize the space.

Pro D \$2 Swims continue to be well received. On April 17<sup>th</sup>, 105 people attended, including pro d camps from the Langford area. Red Cross Babysitters courses have also been offered on Pro D Days this school season, with approximately 13 youth attending each time. Moving this course to coincide with pro d days has proven to be successful.

SEAPARC would like to acknowledge employees Liz Olsen, Desirae Meija and Jacklyn Evans, who recently responded to a serious medical incident involving an aqua fit participant. This participant was faint and having difficulty getting out of the pool. Staff recognized the situation right away, and attended to the participant with confidence, professionalism and great care. The ambulance attended the scene. A copy of a thank you message from the participant has been attached for information.

Arena

Dry floor drop-in programs started the week of April 7<sup>th</sup>. Attendance has been minimal, with the exception of the Kids Unplugged program, which recently had over 15 participants attend. Schools have rented the dry floor on a few occasions, and there are five different events scheduled to take place on the dry floor this season including the Rotary Auction.

Fitness

The Easy Fit program, which focuses on adapted fitness for people with mobility issues and/or returning from an injury, is full with 12 participants, with a waitlist for the current session.

Recreation Programs

The fall 2015/2016 Doodle Bugs registration is now full with a waitlist for the three year old and four year old morning classes. Space is still available for the afternoon 4 year old program. There are a total of 42 spaces available between the three classes.

SEAPARC partnered with AdrenaLINE Zipline Adventure Tours to provide a Pro D Camp for youth 8-15 years old. This camp included ziplining in the morning and swimming in the afternoon. The camp was well received with all 18 spaces filled.



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Colleen Heglund  
Program Services Manager



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Steve Knock  
SEAPARC Manager

**Sent:** Thursday, April 23, 2015 12:03 PM

**To:** Steve Knoke

**Subject:** Wonderful staff

Steve, I am a member of Jacklyn's 9 a.m. pool class. Yesterday, I had a medical incident that left me very faint and unable to get out of the pool unassisted.

Through you, I want to say a very sincere and heartfelt thank you to Dez for being very aware and taking the steps to help me out to the deck and to call for Liz. Together, they got me comfortable, brought out the oxygen and helped me regain my stability. I am so grateful and impressed at how they paged my husband, stayed by my side, and Dez called ahead to the clinic to be sure I could have follow-up medical treatment. Both were fantastic.

Their professionalism, kindness and immediate knowledgeable attention in a frightening (to me) situation was so impressive.

My thanks too, to Jacklyn for keeping the class going as well as keeping an eye on me, and not stopping because of me.

You really have amazing staff all round, from the front desk to the pool team....all are an incredible asset to SEAPARC, and make it the truly community facility that it is.

Thanks again.

# **STAFF REPORT**





**STAFF REPORT TO THE SOOKE & ELECTORAL AREA  
PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, MAY 6, 2015**

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**SUBJECT:** 2015/2016 Fees and Charges (effective September 1, 2015)

**PURPOSE:**

This report contains recommendations regarding proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2015.

**BACKGROUND:**

The CRD requires the Commission to approve Fees and Charges by early June each year as these are then added to a CRD Fees and Charges annual Bylaw.

The last adjustment to the Fees and Charges was on September 1, 2014.

The annual process for reviewing Fees and Charges includes consideration of:

- Past and actual budgeted expenses and revenues
- Activity and usage levels
- Recognition of desired recovery rates and operational deficits
- Operational assumptions regarding access, facility enhancements and recovery
- Fees and charges at other municipal recreation departments
- Previous year's fee increases
- Economic times
- Discussions with key user groups

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 review process is also consistent with SEAPARC's Fees and Charges Policy:

- Fees should be based on recovery of direct costs.
- Fees should encourage maximum public participation and minimize, within reason, the tax subsidy.
- Registrants should be responsible for financially contributing to their recreation activity.
- Fees for youth and children should be lower than those for adult and senior whenever possible.
- Fees for commercial users should be more than they are for adult users.
- Fees for non-prime time use should be discounted.

**Proposed Fees and Charges Adjustments**

Current fees require little to no adjustment. Currently SEAPARC's fees are considered to be at an appropriate level for services required and for costs associated and operation with the exception of the Pool Lane Rental – Youth. It is recommended that the Pool Lane Rental Fee – Youth be increased from \$10.50 to \$11.00 in keeping with other area facilities rates.

### **Senior Age Classification**

It is recommended that SEAPARC adjust the senior age classification from 65 to 60. This adjustment would bring the SEAPARC seniors age category into alignment with all other public recreation service providers in the CRD. The financial impact of this change is estimated at approximately \$2000 per year. To offset this cost, SEAPARC would discontinue the annual Seniors Pass and offer the Lifestyle Pass as the annual option for seniors. This is consistent with comparator organizations. The Lifestyle Pass costs \$38.75 or approximately 10% more than the existing Seniors Pass. Over the 12 month period, the difference in cost would equate to \$3.20 a month.

### **Student (19+) 12month pass**

It is recommended that Student 12 month annual pass be discontinued as this option is not currently being utilized by the user group. The pass was rolled out in September 2013 and since then only one annual pass has been sold. The Lifestyle Pass option would be offered as the annual option for students over the age of 19.

The above proposed Fees and Charges Summary attached as Appendix A.

### **ALTERNATIVES:**

- That the Commission approves the recommended fee adjustments as outlined in this report.
- That the Commission approves the recommended fee adjustments with some exceptions.
- That the Commission maintains the fee structure at current levels.

### **IMPLICATIONS:**

- Utility costs and staffing costs have increased; therefore any proposed increased fees are recommended to keep pace with these costs.
- Failure to meet revenue projections, for whatever reason, may result in a greater reliance on the tax requisition.

### **SUMMARY/CONCLUSION:**

Any additional fees described in this report have been added to the Fees and Charges Summary.

### **RECOMMENDATION(S):**

That the Commission approves the recommended fee adjustments effective September 1, 2015 as outlined in Appendix A of this report.



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Steve Knoke  
SEAPARC Manager

**APPENDIX A**

**SEAPARC RECREATION FEES AND CHARGES  
Effective September 1, 2015**

<b>DROP- IN FEES (swim, skate, weight room, aerobic classes)</b>				
<b>Admission fees inclusive of tax</b>				
<b>Adult (19 - 59)</b>	Single Admission	\$ 5.75		
	10x	\$ 51.80		
	1 month	\$ 57.50		
	12 month	\$ 431.25		
<b>Senior (60+)</b>	Single Admission	\$ 4.35		
	10x	\$ 39.20		
	1 month	\$ 43.50		
	<b>12 month</b>	<b>\$ 326.25</b>	<b>remove</b>	
<b>Student (19+)</b>	Single Admission	\$ 4.35		
	10x	\$ 39.20		
	1 month	\$ 43.50		
	<b>12 month</b>	<b>\$ 326.25</b>	<b>remove</b>	
<b>Youth (13 – 18)</b>	Single Admission	\$ 3.45		
	10x	\$ 31.00		
	1 month	\$ 34.50		
	12 month	\$ 258.75		
<b>Child (5 – 12)</b>	Single Admission	\$ 2.90		
	10x	\$ 26.10		
	1 month	\$ 29.00		
	12 month	\$ 217.50		
<b>Family (Maximum 5)</b>	Single Admission	\$11.50		
	10x	\$ 103.50		
	1 month	\$ 115.00		
	12 month	\$ 730.00		
<b>Preschool Age (4 and Under)</b>	Single Admission	\$ 0.00		
<b>Lifestyle Pass All Ages</b>	Lifestyle Pass	<b>\$ 365.00</b>	<b>moved</b>	
<b>Regional Pass All Ages</b>		\$ 475.00		

<b>MISCELLANEOUS ADMINISTRATION (Includes applicable tax)</b>			
Administration Fee	\$ 10.00		
Card Replacement	\$ 5.00		
Towel Rental	\$ 2.00		
Shower Fee	\$ 2.90		
Loonie Admission	\$ 1.00		
Toonie Admission	\$ 2.00		
<b>POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>			
Private Swim Lesson (15 min)	\$ 11.75		
Private Swim Lessons (15 min) (5 lessons discount)	\$ 10.00		
Pool Rental (includes 2 guards)	\$148.00		
Pool Rental Guard/Instructor (additional staff)	\$ 23.00		
Lane Rental – Commercial	\$ 24.50		
Lane Rental - Youth	\$ 10.50	4.5%	\$ 11.00
Lane Rental – Adult	\$ 20.50		
<b>ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>			
Private Skate Lesson (15 min)	\$ 11.75		
Private Skate Lessons (15 min) (5 lessons discount)	\$ 10.00		
Ice - Adult Prime*	\$ 214.00		
Ice - Adult Non-Prime*	\$ 182.50		
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	\$210.00		
Ice – Youth Non-Prime	\$105.00		
Ice – Youth Early Morning Resident*	\$ 52.50		
Ice – Youth Early Morning Non Resident*	\$105.00		
SD 62 School Use*	\$ 77.00		
Dry Floor – Adult Non Profit*	\$ 73.00		
Dry Floor – Youth Resident*	\$ 36.50		
Dry Floor – Youth Non Resident*	\$ 73.00		
Dry Floor – Commercial*	\$ 107.00		
<b>RATES PER DAY FOR THE FOLLOWING ITEMS:</b>			
Complex – Dry Floor Non Profit (per day)*	\$ 1,165.00		
Complex – Dry Floor Non Profit (Move In/Out)*	\$ 551.00		
Complex – Dry Floor Commercial (per day)*	\$ 1,713.50		
Complex – Dry Floor Commercial (Move In/Out)*	\$ 811.00		
*Discounted rental rates may be negotiated if the event provides a benefit to the community and/or facility space available in low priority times.			
<b>ARENA SKATE SHOP FEES (Includes applicable tax)</b>			
Skate Rental	\$ 2.50		
Skate Rental – Family Rate (Maximum 5)	\$5.00		
Skate Rental – SEAPARC Lessons	\$ 1.00		
Skate Sharpening	\$ 4.50		
Skate Sharpening 10x	\$ 40.50		

<b>RATES PER HOUR UNLESS OTHERWISE NOTED:</b>	
<b>SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)</b>	
Boardroom	\$ 15.50
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 30.50
Multipurpose Room – Full Room	\$ 61.00
<b>SEAPARC Stan Jones Field (Subject to applicable tax)</b>	
Per Game	\$ 20.50
<b>FACILITY ADVERTISING (Subject to applicable tax)</b>	
Rink Board (per year)	\$ 600.00
Zamboni Ad (per year)	\$ 1,000.00