



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
Thursday, February 28, 2018 at 11am

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of January 17, 2019
4. Fitness Gym & Multi-Purpose Space Addition
 - a) Staff Report - Award of Contract 18-1957
SEAPARC Leisure Complex Fitness Gym & Multi-Purpose Space Addition
Report will be provided at meeting
5. Chair's Report
6. Directors' Report
7. New Business
8. Staff Reports
 - a) 2018 Fall Program Report
 - b) Staff News
9. Public Question Period
10. Round Table
11. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, January 17, 2019
SEAPARC Leisure Complex Board Room, Sooke, BC**

Mission Statement:

*"Sooke & Electoral Area Parks and 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: A. Beddows (Chair), M. Hicks (Director), D. Bishop, P. Grove,
B. Parkinson (Alternate Director) J. Perkins (Vice-Chair)
Staff: C. Hoglund, Program Services Manager; S. Knoke, SEAPARC Manager;
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary
Absent: M. Tait (Director)
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 pm.

2. ELECTION OF CHAIR/VICE-CHAIR

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2019. Councillor Beddows was nominated and accepted his nomination. Director Hicks was nominated and declined his nomination. The SEAPARC Manager called two times for further nominations and, as there was none, Councillor Beddows was declared Chair.

The Chair called for nominations for the position of Vice-Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2019. Commissioner Perkins' was nominated and accepted his nomination. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Vice Chair.

3. ADOPTION OF AGENDA

MOVED by Director Hicks **SECONDED** by Alternate Director Parkinson that the agenda be adopted.
CARRIED

4. APPROVAL OF THE MINUTES OF SEPTEMBER 20 & 25, 2018 and OCTOBER 18, 2018

MOVED by Director Hicks **SECONDED** by Commissioner Grove that the minutes of the September 20 & 25, 2018 and October 8, 2018 meetings be adopted.

CARRIED

5. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

a) Project Update - Andy Liu, Manager Environmental Engineering

Andy Liu, Manager Environmental Engineering, provided an update on the expansion project including the following items of note:

- Project Tender was released January 16 and will close February 14, 2019
- Class A cost estimates on the final design have come in over budget
- Four items will be earmarked as optional or for deferral depending on quotes received including:
 - Bike stall roof
 - Childminding/Board Room
 - Landscaping
 - Perimeter concrete
- Construction is expected to begin in March and be completed by October.

6. CHAIR'S REPORT

Discussion of the Commission regular meeting date/time and suggestion made that meetings be moved to 2pm on the 3rd Thursday of the month. To be confirmed.

Commissioner Bishop entered the room at 6:15pm

7. DIRECTOR'S REPORT

8. NEW BUSINESS

a) Commission Orientation

The SEAPARC Manager's presentation provided an overview of the Commission's roles and responsibilities, SEAPARC programs & services, 2018 highlights and a look ahead to 2019.

9. STAFF REPORTS

a) 2019 Service Plan Review Process & Budget Approval

The SEAPARC Manager reviewed the 2019 Service Plan and Budget in his presentation including:

- 2019 major capital items:

Facility Expansion	\$2.74 million
o \$750k 2017 Capital Funding	
o \$750k 2018 Reserve Funding	
o \$1.24m Grant Funding 2018-19	
Multi-Sport Box Construction	\$ 400,000
o \$400k Grant Funding 2019	
Network/Phone Upgrade	\$ 40,000
Fitness Equipment	\$ 50,000
- 2019 Requisition (estimated) \$ 2,769,509
- Recommended percentage increase over prior year 3.8%

Discussion points included:

- Increase in staffing costs
- Golf Course greens fees

Request that an analysis of regional greens fees be conducted and brought to the next meeting.

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the Sooke & Electoral Area Parks and Recreation Commission 2019 service plan and budget be approved as presented.

CARRIED

b) Policy Review

Review of new Video Surveillance Personnel Authorization Policy which outlines rules for access to video data obtained from cameras located at Leisure Complex and DeMamiel Creek Golf Course and replacement of the current SEAPARC Employee Long Service Recognition Policy with the CRD's Employee Recognition and Service Program.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Bishop that the Commission adopt the following policy:

A-100.27 Video Surveillance – Personnel Authorization

and rescind policy:

P-700.4 Employee Long Service Recognition

and revise policy:

C-300.18 Commission Volunteer Recognition

by removing the following italicized text from Section 4:

The \$1,200 "Annual Dinner" budget will be reallocated to cover costs related to *both Employee Long Service Recognition* and Commission Volunteer Recognition.

CARRIED

c) 2018 Summer Program Report (May to August)

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop that the report be received for information.

CARRIED

d) Staff News

Gravel Parking Lot

At the October, 2018 meeting the SEAPARC Manager was tasked with investigating remediation of the overflow gravel parking lot in order to facilitate increased parking capacity. It was determined that the lot can remain unpaved however existing aggregates may need to be removed or relocated from the area to facilitate improved use.

Jamboree

As part of the Pacific Jamboree scouting event being held in Sooke this July, the cub scouts have rented SEAPARC's lap pool facility for the week of July 7-13th to offer scuba diving sessions. This booking will impact SEAPARC's routine daily summer programs and activities during that week however efforts will be made to lessen the impact by moving classes to alternate times rather than cancelling. This is a great opportunity to support an excellent event for youth in the Sooke community.

Ammonia Emergency Drill

SEAPARC conducted a successful Ammonia Emergency Drill on November 29 at 7pm. SEAPARC staff responded with the Sooke Fire Dept. and ACCENT Refrigeration (arena plant refrigeration contractors). Alarm systems and evacuation procedures were tested including the CRD's Public Alert Notification (PAN) system available to residents of immediately neighbouring properties. Another ammonia drill will be held in 2019 to continue to test and build upon our skills.

Power Outage

SEAPARC was without power for approximately six hours on December 20, 2018 as part of a major wind storm which impacted the region. The facility was cleared of public and the facility at 3pm for the remainder of the day.

Festival of Trees

This year's annual event, held December 2-28, saw 17 trees decorated and \$3,183 raised in support of the BC Children's Hospital. Local businesses were invited to sponsor and host a tree at their own location this year, which garnered additional event support. Thank you to Aquatic Programmer, Elizabeth Olsen, for coordinating another successful event, Councillor Brenda Parkinson who volunteered her time to help increase participation and to the Sooke Professional Fire Fighters L4841 for their partnership in launching this year's event.

SEAPARC Roof Update

The pool roof replacement project is now complete. Corrosion on the structural steel was successfully repaired and the source of the problem has been eliminated. This project was completed on time and \$48K under budget. The arena roof project is still underway. SEAPARC is investigating small leaks that could be linked to the roof cap.

Grant Update

The CRD reviewed several CRD projects eligible for the Canada Infrastructure Grant including SEAPARC's proposal for a Skate Park refurbishment project. The proposal, ranked second and was not selected for submittal. This decision led to further meetings with District of Sooke staff and the District is now considering submitting an application for the construction of a Multi-Use Sport Box on District owned Phillips Road property. This application is viewed as having a strong chance of success. A meeting has been set up with the District of Sooke and the School District to investigate further.

Employee Recognition

Several employees were recognized in December for their long service anniversaries. Thank you to the following staff for their dedication and service to SEAPARC and the community:

15 yrs	Adele Gibbs	Reception
10 yrs	Teal Elder Angela Petrie Geri Pudwell David Ristau Tyler Smith	Aquatics Reception Aquatics Recreation Aquatics
5 yrs	Steve Knoke Shawn Read	Administration Maintenance

10. PUBLIC QUESTION PERIOD

11. ROUND TABLE

12. ADJOURNMENT

The regular meeting adjourned at 7:45pm.

Next regular scheduled meeting: February 21, 2019 at 2pm

Al Beddows, Chair

Lynn MacDonald, Recorder



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF Thursday, February 28, 2019**

SUBJECT 2018 Fall Program Report – September to December

PURPOSE Information

BACKGROUND

SEAPARC community recreation and aquatic departments continue to offer a wide breadth of program opportunities for the Sooke and Juan de Fuca Electoral Area.

Marketing highlights:

- 7,000 copies of the 2018 Fall Active Living Guide distributed throughout the Sooke and Juan de Fuca Electoral Area
- Fall Golf Course Promotion - \$10 round of golf after 3:00pm (September-October)
- Monthly Banner ad promotions on Sooke News Mirror website

Special Events:

- National Seniors Day October 1st – Free drop-in admission offered to patrons 60+Years
- 140 Participants for the Thanksgiving Skate
- 210 Participants for the Skate with Santa - raised over \$625 dollars and 6 bins of food for the Sooke Food Bank
- 140 Participants for the Christmas Eve Skate
- 85 Participants for the New Year's Eve Skate
- Four \$2 Pro D Admission Days
- Festival of Trees December 2-28

Appendix A provides a summary of the September to December program report for 2018.

RECOMMENDATION(S)

That the SEAPARC Commission receive this report for information.



Colleen Heglund
Program Services Manager

SEAPARC LEISURE COMPLEX
Fall Program Report September-December 2018
Appendix A

Aquatic Programs

Adult & School Age

- Morning Aqua-fit classes maintained an average of 20-40 participants per class
- 53 children participated in the Sharks Swim Club program during this time period
- 27 registered for Aqua Zumba

Group and Private Swim lessons

- 185 custom private lessons offered
- 18 registered private lessons offered
- 181 preschool & 157 school age swim lesson participants
- 143 School District 62 students attended swim lessons

Advanced Aquatics

- 3 advanced aquatic courses offered for 18 participants

Community Recreation Programs

Arena

- Program revenue increased by approximately 28% (\$7,453 in September to December 2017 to \$9,520 in September to December 2018).
- 188 participants in registered programs, compared to 144 for the same time period in 2017.

Early Years

- Program revenue increased by approximately 1% (\$5,682 in September to December 2017 to \$5,735 in September to December 2018).
- Licensed Preschool registration for the start of the September to June school year was full with 42 participants, compared to 28 for the same time period in 2017.

School Age

- Program revenue decreased by approximately 9% (\$16,634 in September to December 2017 to \$15,048 in September to December 2018).
- 300 participants in registered programs, compared to 325 for the same time period in 2017.

Pro-D Day Camps

- 99 participants registered, compared to 66 for the same time period in 2017.
- Program revenue increased by approximately 44% (\$2,940 in September to December 2017 to \$4236 in September to December 2018).

Winter Break Camp

- 50 participants registered, compared to 73 for the same time period in 2017.

SEAPARC LEISURE COMPLEX
Fall Program Report September-December 2018
Appendix A

- Program revenue decreased by approximately 28% (\$2,740 in September to December 2017 to \$1,960 in September to December 2018).

Adult

- Program revenue increase by approximately 18% (\$14,085 in September to December 2017 to \$16,672 in September to December 2018).
- 435 participants in registered programs, compared to 364 for the same time period in 2017.
- 17 drop-in fitness classes per week included in membership, with 154 drop-in admissions.

Current Program Services Initiatives

- Regional partnership on Island Health Wellness grant to fund floor markings/decals that will promote physical activity within the facility. This project is in partnership with West Shore Parks and Recreation, Panorama Recreation, City of Victoria, Esquimalt Recreation and the District of Saanich. The floor markings will be installed in the spring of 2019. This grant project was initiated through the Health and Recreation Partnership (HARP) Committee.
- PLAY Sooke-Westshore – partnership focused on improving physical literacy at every age. Staff attended training, and are working with community partners to further this initiative at the community level.
- A school based physical literacy pilot program was developed and is being delivered at Poirier Elementary January – March 2019. Funded by the Island Health Community Wellness Grant, in partnership with School District 62, PISE, Island Health, West Shore Parks and Recreation and with support from additional organizations, this 9 week out of school program focuses on introducing a variety of sport and fundamental movement skills to improve children's competency, self-confidence, and overall health and physical activity levels. Staff attended training through PISE to administer this program, and training has been offered to teachers and information nights were held for parents in effort to increase the understanding and importance of physical literacy at the community level. Please see the attached Island Health news release for additional information regarding this project and the impact it's having within the region.

Community Wellness Grant helps SD 62 Elementary School learn the ABC's of Physical Literacy

FEBRUARY 8, 2019

COLWOOD – Physical literacy is the joy of movement. It's about teaching, promoting and learning the building blocks of movement, all in the context of playful and fun activities. Unfortunately, many children (and adults) are not physically literate; however, a \$50,000 Island Health Community Wellness Grant received by Sooke School District 62 (SD 62) is helping to improve those outcomes.

"Through grants like this, we're happy to be able to work together with children, families and the school system to develop a joy of movement and healthy living that hopefully stays with children as they grow," said Ravi Kahlon, Parliamentary Secretary for Sport and Multiculturalism.

The grant is being used to foster physical literacy training for teachers, boost physical activity levels for elementary school students, and build key relationships among a host of community partners including the Pacific Institute for Sport Excellence (PISE), Westshore Parks and Recreation, SEAPARC, University of Victoria and the CRD.

"The wellness grant has acted as a catalyst for collaboration, allowing us to work with six partners to better support the promotion of physical literacy and physical activity within our school communities," explains Cindy Andrew, SD 62 Healthy Schools Lead. "This investment has really helped us to initiate new partnerships and strengthen existing relationships – all with the goal of ensuring that kids are developing the skills, confidence and love of movement to be physically active for life."

The Community Wellness Grant was used to create an innovative program anchored by physical literacy training for teachers from knowledgeable PISE staff who, during a 10-week period, meet with teachers and students at three SD 62 elementary schools to provide physical literacy mentorship during half hour blocks.

"We develop physical literacy through games and activities that build confidence and movement skills. Things like kicking and throwing and catching or movements as simple as running and jumping, all through fun and engaging activities," explains Ben Orr, Pacific Institute for Sport Excellence Physical Literacy Programmer. "Our goal is to empower the teachers and ensure they are better equipped to teach physical literacy concepts on their own. Because of the Community Wellness Grant, we are able to do that more effectively."

The program also includes before and after school physical literacy clubs offered by Westshore Parks and Recreation and SEAPARC, physical literacy workshops for parents, and innovative resources to help teachers integrate physical activity across the school day.

"Physical activity is a key determinant of physical and mental health in children, yet according to the 2018 ParticipACTION Report Card on Physical Activity for Children and Youth, only 35% of kids between the ages of 5 and 17 are getting the recommended 60 minutes per day of moderate to vigorous exercise," says Dr. Murray Fyfe, Island Health Medical Health Officer. "We are delighted that SD 62 and its partners are working together to apply this Community Wellness Grant toward enhancing physical literacy and physical activity rates while also increasing overall health, well being and learning for SD 62 students."

One of the participating schools is David Cameron Elementary in Colwood. The school has made the health and wellness of its students a priority for the last number of years, with this newest project allowing staff to further build upon that work.

“The ‘training the trainer’ mentorship approach is fabulous because it gives teachers new ideas, activities, and strategies that serve to strengthen our existing physical education programs,” says Martina Craig, David Cameron Elementary Vice-Principal. “The training isn’t sport specific, which is important – rather, it’s about teaching kids to love movement and building their skills and confidence inside and outside of the classroom.”

With over 600 children participating in the project, teachers are being trained to ‘think outside of the box’ during their 10-week physical literacy mentorships. They learn a wide variety of fun and exciting games and activities aimed at allowing children to explore movement and skills development. So far, the program has been embraced by teachers and students, including those in Jessie Janzen’s grade 4 class at David Cameron Elementary.

“They love the program because everything is a game – fun games with rules and structure. It’s very playful,” says Janzen. “And I find the PISE mentoring sessions to be very effective. They provide teachers with a common language and common perspective, both for those with years of experience and teachers at the beginning of their careers. You learn by doing and watching and these sessions have definitely enhanced my physical education skills.”

The program has also created a focus for collaboration across community partners and laid the foundation for sustained investment and further expansion.

“A critical component of the project is research to inform our decisions. In essence, this project provides a living laboratory for us to learn what works, what doesn’t, and the difference it makes for teachers and students,” says Cindy Andrew. “Once that information is available, each partner can go back to their leadership team and say ‘here’s what the data is showing us and here’s where we want to go with it’. Our hope is that this is phase one of an ongoing, sustained commitment from all of our partners.”

In the meantime, SD 62 elementary teachers will continue learning how to create quality physical education experiences that help their students to develop skills, have fun and burn energy before, during and after school.

“Teachers are influenced by the way they themselves were taught as children. I have students in my class who are already expressing an interest in teaching when they grow up,” says Jessie Janzen. “These sessions will create lasting effects on those students. If they are taught physical literacy in this way, then that is the way they will teach their own students someday.”

For more information about the SD 62 “*Fostering Resiliency through Physical Activity*” project, contact Cindy Andrew, SD 62 Healthy Schools Lead at candrew@sd62.bc.ca

Island Health’s Community Wellness Granting Program is available to local governments, not-for-profit community organizations and Aboriginal communities doing work related to population health and health and wellness. To learn more about Island Health’s Community Wellness Grant Program please visit: <http://communitygrants.islandhealth.ca>



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF FEBRUARY 28, 2019**

SUBJECT Staff News

PURPOSE Information

ADMINISTRATION

Jumpstart Enabling Access Grant

SEAPARC has made a \$14,500 application to the Jumpstart enabling access grant fund. Jumpstart will provide grants up to \$50,000 for projects designed to help organizations enable general accessibility within their facilities so recreation programs and/or services can be accessed. (i.e. renovations, retrofits or construction of community facilities and venues). Physical accessibility barriers to SEAPARC were identified in the 2017 Leisure Access Victoria App.(LAVA) report. These items include; automatic door openers, automatic sinks and automatic toilets and these are the primary focus of the grant ask. SEAPARC currently has capital funding in place to match Jumpstart grant funding for a total project value of \$29,500. Should the grant be successful, the project is scheduled to be completed during the 2019 pool shutdown in June.

Fees and charges

SEAPARC's annual fees and charges review is currently underway. Further to this review an audit of the 2019 golf course fees was conducted in the region in February. The audit indicates that current rates are competitive and the current fee structure reflects industry rates and value for similar golf course services in the region.

Snow Event

Between February 8th and 12th, 2019 a significant snow storm hit the Capital Region. SEAPARC is pleased to acknowledge the crew of staff that kept our facility operating through the weather. It took a major team effort. Staff supported each other and rose to the challenge when things got difficult. Thank you to the SEAPARC team for the big effort - it did not go unnoticed.

Skate Park Damage

On Saturday February 9th extensive damage was discovered to the skate park fence. It appears a vehicle drove through the fence and struck a bench destroying both. The damage will be repaired as soon as possible and the bench will be replaced.

BCRPA Symposium

This year's British Columbia Recreation and Parks Association (BCRPA) Symposium is being held May 1-3 in Whistler. Commission members are encouraged to attend as the symposium provides an opportunity to learn about a wide-variety recreation related topics. Representatives from across the province will learn recreation and parks sector is elevating the health and vitality of communities and individuals across the province.

Colleen Höglund
Program Services Manager

Steve Knoke
SEAPARC Manager