

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, May 16, 2019 at 2pm
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), D. Bishop, P. Grove, J. Perkins (Vice-Chair),
J. Bateman (Alternate Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager
L. MacDonald, Recording Secretary
Absent: M. Hicks (Director), M. Tait (Director)
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 2:00 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Grove **SECONDED** by Commissioner Perkins that the agenda be adopted.
CARRIED

3. APPROVAL OF THE MINUTES OF MARCH 21, 2019

MOVED by Commissioner Grove, **SECONDED** by Commissioner Bishop that the minutes of the March 21, 2019 meeting be adopted.

CARRIED

4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

a) Project Update (Verbal)

The SEAPARC Manager reported on the following:

- Strategic Priorities Fund grant project completion deadline extended to 2020.
- Landscape Agreement with the District of Sooke and security of \$82,773.90 submitted
- Excavation work began this week and will continue for approximately two more weeks
- Construction expected to be finished by the end of the year

5. CHAIR'S REPORT

The Chair introduced Councillor Jeff Bateman, newly appointed District of Sooke Alternate CRD Director and Alternate Councillor to SEAPARC.

6. DIRECTORS REPORT

7. UNFINISHED BUSINESS

a) Meeting Schedule Change

Regular Commission meetings will be moved to the 4th Thursday of the month at 2pm effective June 27, 2019.

8. NEW BUSINESS

STAFF REPORTS

a) Commercial Use Access Policy

The SEAPARC Manager reported on creation a new policy/fee for those who make use of the facility for the benefit of their clients (ie. physiotherapists, occupational therapists, personal trainers, etc). The

proposed fee would be three times the adult admission which represents the market rate and effectively removes the tax subsidy. Clients of the commercial user would pay the regular drop in rate.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Bishop that Policy No. A-100.28 "Commercial Use Access Policy" be adopted.

CARRIED

b) Fees & Charges 2019/20

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2019 and January 1, 2020.

The following fee increases/additions were proposed:

- Drop-in Admission Fees & Membership Passes – 5-8% increase (effective Jan. 1/2020)
- Arena Rental Rates – 1-2% increase
- Commercial Drop-in Access Fee – addition of new fee as per "Commercial Use Access Policy"
- Room Rentals – 2% increase & addition of new rate for new Multi-Purpose Rooms & Boardroom
- Skate Shop Rentals & Sharpening Fees – 7-11% increase
- Golf Course - addition of Youth 10x card
- Arena Dry Floor Admission – removed

The increase in Admission and Membership fees will come into effect January 1st, 2020 to coincide with the new fitness gym service offering.

Commission discussion points:

- Rental rates and impact on rentals.
- Need to encourage usage of ice and dry floor arena
- Request for more information from staff including a breakdown of Arena and Stan Jones Field operating costs, rental revenue, subsidy rates, historical usage, and comparison with other municipalities.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Grove that the Commission approve the proposed SEAPARC Recreation Fees and Charges for 2019/20 effective September 1, 2019 and January 1, 2020 for inclusion in the 2019/20 Fees and Charges Bylaw to be approved by the CRD Board.

CARRIED

c) Staff News

Staffing

In order to meet the impact the new fitness gym and multi-purpose space rooms will have on service levels, the Fitness and Aquatic areas will be combined into one department and a new full time Fitness & Aquatic Coordinator position has been posted (utilizing 1 FTE approved by Commission in 2013).

Six new Auxiliary Aquatic staff have been hired since January. This has relieved some of the staffing pressures reported to the Commission last year.

Grants

SEAPARC has partnered with EMCS Society, West Shore Parks and Recreation, School District 62, Island Health and the Boys & Girls Club of Victoria for a grant project that will provide professional development opportunities for youth service providers and increase the capacity of current services to engage and empower youth. This is a one year initiative.

SEAPARC has been awarded Canada Summer Jobs funding of up to \$15,524 towards staffing costs for four Summer Camp Leaders and four Assistant Summer Camp Leaders. Summer camp hiring is currently underway.

The Canada Infrastructure Program multi-use sport box grant application is still pending approval. Grant award announcements are expected in late 2019.

Scout Jamboree

The Pacific Scout Jamboree will no longer be utilizing the pool facility for their event this July. Staff will implement regularly scheduled aquatic programming in its place.

ADMINISTRATION

Annual Pool Shutdown

The pool will be closed for annual maintenance beginning Monday, June 10. Projects to be undertaken during the three week shutdown include locker cleaning/repair, tiling, sauna repairs, sewer pit clean/pump and aquatic lift hanger replacement. The pool will reopen on Tuesday, July 2.

9. PUBLIC QUESTION PERIOD

10. ROUND TABLE

11. ADJOURNMENT

The regular meeting adjourned at 3pm.

Next regular scheduled meeting: June 27, 2019 at 2pm

Al Beddows, Chair

Lynn MacDonald, Recorder