



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Thursday, June 27, 2019 at 2pm

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:

PO Box 421
Sooke, BC
V9Z 1H4

TELEPHONE:

250-642-8000

FAX:

250-642-4710

EMAIL:

seaparc@crd.bc.ca

WEBSITE:

www.seaparc.ca

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of May 16, 2019
4. Correspondence
 - a) B. Friesen – Travel Assistance Funding
5. Fitness Gym & Multi-Purpose Space Addition
 - a) Project Update
6. Chair's Report
7. Directors' Report
8. New Business
9. Staff Reports
 - a) Ice Allocation 2019/20 Season
 - b) 2019 Winter (January-April) Program Report
 - c) Staff News
10. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): (e) *Acquisition, disposition or expropriation of land or improvements*
11. Public Question Period
12. Round Table
13. Adjournment

**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

Brayden Friesen
2362 Kamaureen Pl.
Sooke, BC
V0S1N0
250-893-4582



June 23, 2019

My name is Brayden Friesen and I am a grade 12 student at Edward Milne Community School.

I belong to the Greater Victoria BMX Association located at Westshore Parks and Recreation and have been riding my bike with the club for 7 years.

Through riding in local, Island, Provincials, Nationals and Canadian level races I have earned the right to represent Canada in the 2019 Worlds BMX championships in my age group in Zolder Belgium this July . I have placed 4th in the National age group in BMX Canada and 3rd in the Canadian Nationals. I am so excited about making the Canadian team again to go to Worlds.

With the support of my family we have been working to raise the money that is require for me to go.

Through fund raisers and bottle drives we have not quite made our target amount needed. (All expenses for this event is up to the individual riders. registration, jersey's, hotels and flights.)

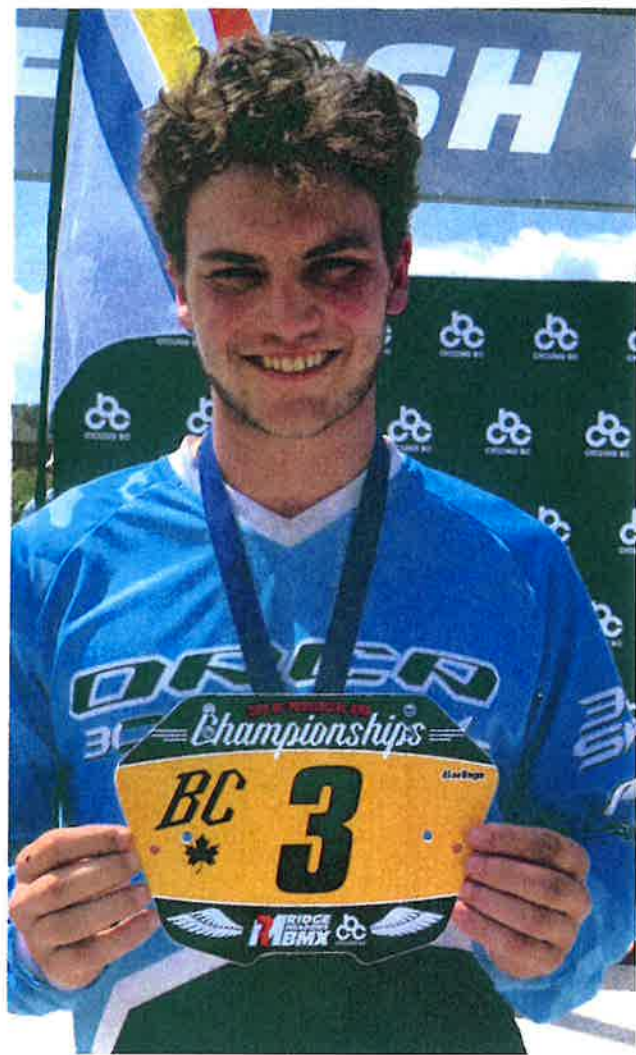
It would be greatly appreciated if you would consider me for a donation to help me get closer to our required amount for this trip to become a reality for me.

I appreciate your time in reading this letter and any consideration you may give to it.

Look forward to hearing from you.

Yours truly

Brayden Friesen





**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
REGULAR MEETING OF JUNE 27, 2019**

SUBJECT: Ice Allocation: 2019/20 Season

PURPOSE/ISSUE:

To recommend ice allocation for the 2019/20 season.

HISTORY/BACKGROUND:

Staff conducted an Ice Allocation meeting on Wednesday, May 22 to review requests for the 2019/20 ice season. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

The SEAPARC Manager presented a generic weekly schedule (Appendix B) along with special events and tournament dates. Capital Region Female Minor Hockey Association and Sooke Skating Club requested ice spots were discussed with meeting attendees (outlined in Appendix A).

At their May 16, 2019 meeting, the Commission approved the Fees & Charges Bylaw for 2019/20. Ice rental rates will increase between 1-2% effective September 1, 2019.

ALTERNATIVES:

1. Approve the generic weekly schedule as presented.
2. Do not approve the schedule.

SUMMARY/CONCLUSION:

The suggested schedules offer a fair and consistent allocation of ice time to arena contract users in accordance with Commission policy. The suggested rental rate is consistent with Commission policy and budget approvals.

RECOMMENDATION(S):

That the report on Ice Allocation: 2019/20 Season be received for information.

Steve Knoke
SEAPARC Manager

APPENDIX A

SEAPARC Ice Allocation Committee Meeting Notes Held Wednesday, May 22, 2019 at 6 pm SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC

Present

Staff: A. Beddows, SEAPARC Chair, S. Knoke, SEAPARC Manager,
D. Davies, Clerk-Receptionist, L. MacDonald, Recorder
Public: 5

The meeting was called to order at 6:01 pm

In attendance were representatives from Sooke Minor Hockey (SMHA), Sooke Skating Club, Whalers, and Capital Region Female Minor Hockey Association (CRFMHA).

The SEAPARC Manager presented the proposed regular ice schedule for 2019/20 and advised of the following:

- SMHA Request: same schedule as 2018/19
- SMHA start date: September 4
- SEAPARC Programs: no changes from 2018/19 schedule
- Capital Region Female Minor Hockey Assoc. (CRFMHA) Request:
 - 7-8:30pm Monday
 - 5:30-7am Monday or Friday
 - Weekday Evening or Weekend - 1.5 or 2 hr slotSMHA and CRFMHA to determine schedule & notify SEAPARC in next two weeks
- Sooke Figure Skating Club Request:
 - 2 x 1 hr slots per week, 6:30-7:30am (Monday, Wednesday or Friday).Offered 7-8am Monday & Wednesday. These times were accepted by the Club.
- Rotary Club Grizzlies Game: TBD
- Tournaments:
 - CRFMHA requested Nov. 9-11 for Female Fall Faceoff Tourney
 - SMHA may offer a Spring Break tourney in collaboration with Juan de Fuca
- Spring ice out date dependent on SMHA tournament offering.

Tournaments and Committed Dates

- | | | |
|-------------------------------|-------------------|-------------------------------|
| • Thanksgiving Skate | Monday Oct. 14 | 1-2:30pm |
| • Female Fall Faceoff Tourney | Nov. 9-11 | |
| • Skate with Santa | Sunday Dec. 15 | 12:00-3:00pm |
| • Christmas Eve | Tuesday Dec. 24 | 11:30-12:45pm (closed 3:30pm) |
| • Christmas Day | Wednesday Dec. 25 | closed |
| • Boxing Day | Thursday Dec. 26 | closed (private rentals only) |
| • New Year's Eve | Tuesday Dec. 31 | 11:30-12:45pm (closed 3:30pm) |
| • New Year's Day | Wednesday Jan. 1 | closed |

2019/20 SD 62 Non-Instructional Day Schedule

- | | |
|-------------------|---|
| • Mondays | Sept 23 & April 27 |
| • Fridays | Oct. 25, Nov. 22, Feb. 14, May 15 |
| • SEAPARC | Toonie Skates: 11:15am-1 pm & Youth Hockey: 2:00-4 pm |
| • Spring Break | March 18-29 |
| • Christmas Break | December 24-Jan. 4 |

The SEAPARC Manager reviewed the following:

- List of additional ice availability will be provided to users following final allocation.
- Ice rental rates for September 1, 2019-August 31, 2020:
 - Adult Prime : \$225 per hour (2% increase)
 - Adult Non-Prime: \$187 per hour (1% increase)
 - Youth Prime Rate: \$215 per hour (1% increase)
 - Youth Non-Prime: \$109 per hour (2% increase)
- All ice renters must provide proof of insurance. Facility rental insurance is available through the CRD and application forms will be sent out with contracts by the end of June.
- September fees are payable by August 31. A late payment fee of 1.5% monthly will be applied on all accounts overdue after 30 days. All accounts overdue by 60 days may lose their allocated ice time.

The meeting adjourned at 6:30 pm

APPENDIX B

2019/2020 ICE SCHEDULE

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:30	OPEN	CRFMHA	SMHA	SMHA	SMHA	SMHA	OPEN
6:00	ICE	530-7	530-7	530-7	530-7	530-7	ICE
6:30	530 - 7	*	*	*	*	*	530 - 7
7:00	SMHA	Skating Club	Ice	Skating Club	Ice	Ice	SMHA
7:30	7-950	7-8	Maintenance	7-8	Maintenance	Maintenance	7 - 820
8:00	*	ICE CLEAN	7 - 930	ICE CLEAN	7 - 930	7 - 9	
8:30	*	Journey	*	Journey	*	*	
9:00	*	830 - 945	*	830 - 945	*	EMCS	
9:30	*	*	EMCS	*	EMCS	915 - 1030	
10:00	Program Ice	Ice	930 - 11	Ice	930 - 11	*	
10:30	10 - 1120	Maintenance	*	Maintenance	*	OPEN	
11:00	*	Journey	ICE CLEAN	Journey	ICE CLEAN	ICE	CRFMHA
11:30	Public Skate	1045 - 1215	Toonie Skate	1045 - 1215	Public Skate	1045 - 1145	11 - 1
12:00	1130 - 1245	*	1130 - 1245	*	1130 - 1245	EMCS	*
12:30	*	OPEN	*	OPEN	*	12-115	*
1:00	SMHA	ICE	EMCS	ICE	EMCS	*	
1:30	1 - 620	1230 - 2	120 - 240	1230 - 2	120 - 240	ICE CLEAN	
2:00	*	Family Hockey	*	Parent & Tot	*	Youth Hockey	
2:30	*	215 - 345	*	215 - 300	*	215- 345	
3:00	*	*	ICE CLEAN	Program Ice	ICE CLEAN	*	
3:30	*	*	Program Ice	300 - 420	Program Ice	*	
4:00	*	SMHA	330 - 450	*	320 - 420	SMHA	
4:30	*	4 - 11	*	SMHA	SMHA	4 - 650	
5:00	*	*	Skating Club	430 - 820	430 - 520	*	
5:30	*	*	5 - 650	*	Skating Club	*	
6:00	*	*	*	*	530 - 720	*	
6:30	Old Growth	*	*	*	*	*	
7:00	630 - 750	CRFMHA	Public Skate	*	*	Family Hockey	
7:30	*	7 - 830	7 - 815	*	SMHA	7 - 815	
8:00	Renfrew	*	*	*	730 - 950	*	
8:30	8 - 920	SMHA	Whalers	Ice Angels	*	BlunderBirds	Fendogs
9:00	*	830 - 11	830 - 950	830 - 950	*	830 - 950	830 - 950
9:30	Hockey 101	*	*	*	*	*	*
10:00	930 - 11	*	Adult Hockey	SMHA	Team Sore	Hockey 101	Hockey 101
10:30	*	*	Drop In	10 - 1100	10 - 1130	10 - 1130	10 - 1130
11:00			10 - 1130		*	*	*
11:30							



STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF THURSDAY, JUNE 27, 2019

SUBJECT 2019 Winter Program Report – January to April

PURPOSE Information

BACKGROUND

Marketing highlights:

- 7,000 copies of the 2019 Winter Active Living Guide distributed with over 2,300 views of the publication online
- Facebook posts reach approximately 300-1,600 contacts per post, depending on the post. Staff are reviewing options to use the facebook boost option to gain additional reach and exposure for select events and initiatives
- 79 SEAPARC January 5x Fit Passes were purchased
- Monthly Banner ads are on Sooke News Mirror website
- Spring Golf promotional ads were included in a variety of community and regional marketing materials

Special Events:

- 439 participants for the annual Family Day event. Telus partnered to support the event including making a financial contribution and providing some fun activities and giveaways
- Easter Eggstravaganza was cancelled for 2019 due to the pending fitness expansion
- Fun Swims were streamlined. Pro D, Friday night, Saturday and Sunday fun swims were maintained as a regular drop-in options.

Appendix A provides a summary of the January to April program report for 2019

RECOMMENDATION(S)

That the SEAPARC Commission receive this report for information.



Colleen Hoglund
Program Services Manager

SEAPARC LEISURE COMPLEX

Winter Program Report January-April 2019

Appendix A

Aquatic Programs

Adult & School Age

- Morning Aqua-fit classes maintained an average of 25-40 participants per class
- 56 participants in the Sharks Swim Program

Group and Private Swim lessons

- 225 participants in the Red Cross Swim Lesson program
- 39 participants attended Registered and Custom Private lesson options
- The adapted swim lesson program was once again offered with a new option that included a school district physiotherapist working directly with children in the pool

Advanced Aquatics

- 4 advanced aquatic courses were offered including Bronze Cross and Medallion, a National Lifeguard course, Water Safety Instructor re-certification course and a CPR C course for staff. A total of 36 participants attended the various courses

Community Recreation Programs

Arena

- Program revenue increased by approximately 8% (\$8,400 in January to April 2018 to \$9,097 in January to April 2019)
- 139 participants in registered programs, compared to 129 for the same time period in 2018
- The Dry Floor season operated from April 1 to June 8. Various drop-in and registered programs were offered

Early Years

- Program revenue decreased by approximately 17% (\$8,375 in January to April 2018 to \$6,979 in January to April 2019)
- 82 participants in registered programs, compared to 129 for the same time period in 2018
- Licensed Preschool registration for the start of the September to June school year started this spring and is now full with 42 participants and 24 children waitlisted. A fourth class was added to accommodate 14 children on the waitlist

School Age

- Program revenue decreased by approximately 15% (\$20,640 in January to April 2018 to \$17,560 in January to April 2019)
- 306 participants in registered programs, compared to 396 for the same time period in 2018

SEAPARC LEISURE COMPLEX

Winter Program Report January-April 2019

Appendix A

Camps

- Pro-D Day Camps
 - 40 participants in registered programs, compared to 52 for the same time period in 2018. There was one additional Pro-D Day in 2018.
 - Program revenue decreased by approximately 18% (\$1,960 in January to April 2018 to \$1,600 in January to April 2019)
- Spring Break Camp
 - Demand from 2019 was addressed by adding an additional camp during this 2 week time period
 - 320 participants in registered programs, compared to 123 for the same time period in 2018
 - Program revenue increased by approximately 160% (\$4,562 in January to April 2018 to \$11,894 in January to April 2019)

Adult

- Program revenue decreased by approximately 8% (\$17,550 in January to April 2018 to \$16,117 in January to April 2019)
- 491 participants in registered programs, compared to 530 for the same time period in 2018
- 14 drop-in fitness classes per week included in membership, with 164 drop-in admissions

Current Program Services Initiatives

- SEAPARC staff continue to participate in the Health and Recreation Partnership (HARP), a committee comprised of health and recreation professionals, with the goal of better aligning services to improve preventive health measures.
- The PLAY Sooke-Westshore grant initiative partnership with School District 61, Island Health and PISE on a Sport for Life Grant is in its second year. The focus is to improve community physical literacy with training for staff to develop abilities to coordinate and implement programs with a physical literacy lens.
- The Island Health Community Wellness Grant partnership project with School District 62, Island Health and PISE was completed in March. This project saw 20 Poirier Elementary students participate in a free after school physical literacy program every Monday for 8 weeks. A free weekly morning drop-in program was offered as well with approximately 40 children attending every week. This project improved community partnerships, and provided staff training for delivering programs that intentionally focus on improving physical literacy.
- A new Island Health Community Wellness Grant project was approved, in partnership with School District 62, Victoria Boys & Girls Club, EMCS Society, West Shore Parks & Recreation and Island Health. This is a one year project focused on developing organization and staff ability to improve various levels of youth engagement in the Sooke and West Shore region.



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JUNE 27, 2019**

SUBJECT Staff News

PURPOSE Information

PROGRAMS

Festival of Trees

The Festival of Trees has been held at SEAPARC for approximately 10 years. The event is a fundraiser that supports BC Children's' Hospital Charity and is a popular Sooke attraction during holiday season. A significant amount of SEAPARC staff time and resources are required to coordinate and administer the event including securing sponsors, marketing, promotions, set-up and storage of the trees. In 2019 SEAPARC will require additional support to sustain this and future events. Support may be found by working with local service clubs and committees.

ADMINISTRATION

Stickleback Trail

The District of Sooke is developing and installing directional signage on its urban trail systems connecting residential, recreational and commercial areas of the community. SEAPARC's existing multi use trail will be included in this process and the trail will be renamed the Stickleback Trail. Signage will be installed on existing posts and bollards in the next few weeks.

Annual Pool Shutdown

Routine scheduled annual maintenance items during the June 17-July 1 pool shutdown:

- Re-grout all change room floors and apply anti-slip treatment on select floors
- Paint all change room walls, reception hallway, copier area and select offices
- Top up sand in filters
- Diving board resurfacing
- Replace pool accessible lift support hangers and hardware
- Pool locker maintenance
- Underwater lighting replacement, water fountain service and on deck fan install

Jumpstart Enabling Access Grant

SEAPARC was not successful in our application for Jumpstart Enabling Access Grant Funding for \$14,524.00 in grant funding which was to be matched with SEAPARC's own \$15,000 in capital funds. These funds were to be used to remove accessibility barriers for children and youth to the leisure complex. It is anticipated that future grant funding will be announced and another application will be made to complete this project.

Phillips Road Pedestrian Accessibility & Safety Review

The District of Sooke has completed a review of Phillips Road pedestrian access between SEAPARC and Highway 14. The final report makes several recommendations to improve safe pedestrian access. A meeting to discuss the findings occurred with Sooke Region Museum, EMSC Community School, CRD Active Transportation Manager, SEAPARC and District of Sooke representatives. ICBC has provided a cost sharing incentive (50%) to facilitate safe pedestrian access. SEAPARC is currently investigating the trail component of this plan.

The Upper Gravel Parking Lot

Blackberry bushes and fill have been removed from the upper gravel parking lot to permit expanded parking and easier access. 30% more parking is now available which will help relieve pressure during major events.



Colleen Hoglund
Program Services Manager



Steve Knok
SEAPARC Manager