



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 Board Room
Thursday, November 28, 2019 at 2pm

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of October 24, 2019
4. Fitness Gym & Multi-Purpose Space Addition
 - a) Project Update (verbal)
5. Chair's Report
6. Directors' Report
7. Staff Reports
 - a) West Coast Wonder Women International All Female Boxing Tournament
 - b) 2019 Summer Program Report – May to August
 - c) Staff News (verbal)
8. Public Question Period
9. Round Table
10. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, October 24, 2019 at 2pm
JdF Local Area Services Building, Otter Point, 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: J. Bateman (Alternate Director), A. Beddows (Chair), D. Bishop,
P. Grove, M. Hicks (Director), J. Perkins (Vice-Chair),
Staff: S. Knoke, SEAPARC Manager, C. Hogg, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: M. Tait (Director)
Public/Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Commissioner Perkins, **SECONDED** by Director Hicks that the agenda be adopted.

CARRIED

3. APPROVAL OF THE MINUTES OF SEPTEMBER 12, 2019

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop that the minutes of the September 12, 2019 meeting be adopted.

CARRIED

4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

a) Project Update (verbal)

Expansion project continues to proceed on budget and on time. Fitness gym and multi-purpose spaces expected to open in mid-January with childminding/board room completion expected by the end of January/early February. Bike parking canopy and fitness equipment to be installed in January. Grant funding payment of \$910,000 received from UBCM. Parking lot reconfiguration to occur once concrete work on plaza is complete.

5. CHAIR'S REPORT

In response to Commissioner request to make SEAPARC meetings more accessible to the public, it was determined that the regular meeting time will be moved to the evening beginning in 2020. Day of the week and meeting time to be set at the first Commission meeting in January.

6. DIRECTORS REPORT

Director Hicks reported that CRD staff are working toward removal of Port Renfrew from SEAPARC funding bylaw following approval by the District of Sooke council on October 17, 2019.

7. STAFF REPORTS

a) **Staff News** (verbal)

The SEAPARC Manager reported on the following:

- Sooke Minor Hockey Association will take over responsibility for the hanging of team banners on north arena wall.
- Sooke Boxing Club spring tournament request is being reviewed. Staff report to be presented at November meeting.
- Skate Park repairs and bench replacement
- Accessible Change Room incident and subsequent updates to the room
- Golf Course closed for season effective Oct. 15
- Natural gas boiler failure and replacement under warranty

The Program Services Manager reported that the Sooke Harbourside Lions Club have generously offered to coordinate this year's Festival of Trees event at SEAPARC.

b) 2020 Service Plan Review Process and Budget Approval

The SEAPARC Manager reviewed the 2020 service planning summary and budget in his presentation including:

- 2020 major capital items:
 - Facility Expansion - project completion \$ 400,000
 - Multi-Sport Box Construction (grant) 400,000
 - Fitness Equipment 50,000
 - Community Recreation Bus 30,000
- 2020 Requisition (estimated) \$ 2,859,876
- Recommended percentage increase over prior year 3.26% (\$90,367)

- Requisition increase a result of increased costs of utilities, allocations and wages.
- New full-time Facility Maintenance Worker 3 will address increased service needs.
- Conversion of existing seasonal auxiliary Assistant Greens Keeper to regular seasonal position (.5 FTE). No increase in hours.
- New and converted positions will be funded 100% by cost recovery

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 2020 service plan and budget be approved as presented.

CARRIED

The SEAPARC Manager provided historical data in response to previous Commission inquiries regarding facility usage, revenue, rental rates and subsidies. Commissioner Bishop would like the Commission to explore options to increase minor hockey participation levels. The Commission agreed to meet with Sooke Minor Hockey executive in the new year to discuss the state of hockey in Sooke.

8. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90(1):

(e) 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 closed meeting commenced at 3:22pm and adjourned at 3:25pm. The regular meeting reconvened at 3:25pm.

9. PRESENTATION

Commissioner Patrick Grove recognized staff and Commission members for their service to the community by reviewing SEAPARC's achievements and suggestions for the future. Commissioner Grove has served 13 years on the Commission and will complete his final term at the end of this year.

10. ROUND TABLE

11. ADJOURNMENT

The regular meeting adjourned at 3:58pm.
Next regular scheduled meeting: November 28, 2019 at 2pm

Al Beddows, Chair

Lynn MacDonald, Recorder



**REPORT TO SOOKE ELECTORAL AREA PARKS AND
RECREATION COMMISSION
MEETING OF THURSDAY, NOVEMBER 28th 2019**

SUBJECT **West Coast Wonder Women International All Female Boxing Tournament (WCWW)**

ISSUE

This report presents SEAPARC's proposal for discounted facility rental fee for WCWW Event

BACKGROUND

SEAPARC currently rents the arena dry floor to community groups that provide events, services and entertainment opportunities to the region. The rates for the venue are reviewed and approved annually through SEAPARC's fees and charges bylaw. SEAPARC has the ability to provide discounted rates to events that benefit the community and/or require support to become self-sustainable. Currently there is capacity in the dry floor facility to host more community events and services.

The Commission recently received correspondence from the head coach of the Sooke Boxing Club. This request identified an opportunity to move the West Coast Wonder Woman International All Female Boxing Tournament to SEAPARC on June 26th–28th 2020. The Commission directed the SEAPARC Manager to meet with the organizer and investigate the request and return with a proposal for review.

The Sooke Boxing Club is a nonprofit organization that hosts this event with volunteers. The event highlights and promotes women in the sport of boxing and is sanctioned and insured by Boxing Canada. The tournament was established in 2018 and is the only all-female boxing card in Canada and one of six in the world. The WCWW will draw athletes from across Canada, the USA and Mexico.

The WCWW request is based on tournament growth and space challenges at the existing venue. The Sooke Boxing Club would like to develop this event and grow a larger tournament in Sooke. SEAPARC can support this event in its development phase and assist it to reach independent financial achievement.

ALTERNATIVES

That the Sooke Electoral Area Parks and Recreation Commission:

Alternative 1

Approve the proposed rental rate plan for the Sooke Boxing Club's West Coast Wonder Women International All Female Boxing Tournament as presented.

Alternative 2

That the proposal not be considered at this time.

ECONOMIC IMPLICATIONS

The WCWW proposed daily rates for 2020 Dry Floor Complex rental is \$400 a day for a total of \$1200 for the 3 day event rental. The Dry Floor Complex is currently available for rental at that time. The intent of provisional discounted access is to provide an opportunity to grow and develop the event. The end goal would be to remove the discount for a financially self-sufficient event. If the 2020 event is a success, an annual increase of approximately 40% (\$160 more per day) will be implemented the next year on top of any annual incremental increases. This increase process will continue until the normal, non-discounted rate is attained. The current daily dry floor non-profit rental rate is \$1200. It will take approximately 4 years to move this event to the current approved dry floor rate.

3 Day Event	2020	2021	2022	2023	2024
Proposed Fee	\$1200	\$1680	\$2352	\$3292	\$3600
Current Fee	\$3600	\$3600	\$3600	\$3600	\$3600
Discount	\$2400	\$1920	\$1248	\$308	\$0

SEAPARC would retain the rights for food and beverage sales. No alcohol would be sold at the event or venue by either SEAPARC or WCWW. SEAPARC has rental contractual requirements that would need to be met. These include a planning for - parking, security, building attendance and insurance. WCWW would not be permitted to rent the facility unless these requirements are satisfied.

The Commission's Fees and Charges policy, as it relates to the request from the Sooke Boxing Club, states the following:

Special Events

An event with a primary purpose of celebrating or displaying a specific theme. A Special Event may take place on an infrequent basis or once per year and may be organized by SEAPARC staff and/or non-profit agencies or societies. Special Events may be priced and supported differently than other programs and rentals, depending on community benefit and achievement of socially worthwhile goals.

Cost Recovery

Cost recovery reflects a desirable level of revenue recovery for each facility rental or program service. It varies from each user group based on the indirect benefit approach, the achievement of socially worthwhile goals and the cost of providing the service.

Public Benefit

In general, refers to anything which increases the welfare of the community, is of value to the community as a whole, or responds to a need of the general public.

WCWW provides public benefit:

- Physical health and wellness - supporting women in sport
- Economic Benefit – considerable financial benefits to the region
- Social Benefits – increase civic pride and community involvement
- Volunteer opportunities- 25 volunteers participate to produce the event

This framework fits the existing continuum and considers the proportion of community benefit in relation to private benefit.

CONCLUSION

The Sooke Boxing Club is a nonprofit organization that hosts this event with volunteers that directly benefits the community of Sooke. The event highlights and promotes women in the sport of boxing. SEAPARC currently has capacity to develop more events and access in the arena dry floor space. Supporting a local sporting event will give the non-profit organization an opportunity to develop this event into a self-sustaining event for years to come.

RECOMMENDATION

That the Sooke Electoral Area Parks and Recreation Commission:

Approve the proposed rental rate plan for the Sooke Boxing Club's West Coast Wonder Women International All Female Boxing Tournament as presented.

Submitted by:	Steve Knoke, Manager, SEAPARC
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SK:lm



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

SUBJECT 2019 Summer Program Report – May to August

PURPOSE Information

BACKGROUND

Participation in SEAPARC Community Recreation and Aquatic programs was steady throughout the summer. Overall, annual revenue in Community Recreation continues to increase. Some decreases in attendance and revenue have been noted for this time period, based on changes in programs, instructors, and facility availability. Staff monitor and make adjustments to respond accordingly and are actively recruiting new instructors to expand program options.

While Aquatic staffing levels were stable in the summer, administration continues to actively address shortages through advertising, training, recruitment and reviewing program options.

Marketing highlights:

- 7,000 copies of the 2019 Summer Active Living Guide distributed with 2,325 views of the publication online
- Facebook posts reach approximately 310-1,746 contacts per post, depending on the post. Staff will be utilizing Facebook boost options to gain additional exposure
- 71 Youth Summer Splash Passes purchased in 2019. 68 passes sold in 2018.
- 124 Regional May Passes purchased in 2019, in comparison to 125 in 2018.

Special Events:

- May 10 Move for Health \$2 Admission Day in conjunction with a Pro D Day
- May 11 Annual Garage Sale & Family Arts Fair
- Supported the May 31-June 16 ParticipACTION Challenge
- National Health & Wellness Day \$2 Admission
- 300 people attended the June 15 FREE Picnic in the Park & Dirt Jam Event
- Summer Camp staff provided activities at the Community Canada Day Celebrations
- Fun Swims scheduled every afternoon Monday-Friday during July and August
- 60 participants attended the August 20 Free Summer Skate Fest
- Offered 2 Free Days for youth to golf

Appendix A provides a summary of the May to August program report for 2019.

RECOMMENDATION(S)

That the SEAPARC Commission receive this report for information.

Submitted by:	Colleen Hoglund, Manager, Program Services Manager
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CH:lm

SEAPARC LEISURE COMPLEX
Summer Program Report May-August 2019
Appendix A

Aquatic Programs

Adult & School Age

- Morning Aqua-fit classes maintained an average of 25-40 participants per class
- 21 participants in the Red Cross Babysitters Course

Group and Private Swim lessons

- Reduced schedule of lessons during this period due to staff shortage, pool shutdown and 1 week of hosting the Boy Scouts Jamboree.
- Private lesson program revenue decreased by approximately 19% between 2018 and 2019 during this time period. 88 custom private lessons offered in 2019. In 2018, two different private lesson options were offered (Custom and Registered).
- Group Swim Lesson revenue increased by approximately 17% (\$7,949 in 2019 compared to \$6,740.74 in 2018. This is likely due to reduced private lesson options.
- 157 Grade 2 students participated in Swim Lessons, sponsored by the Rotary Club of Sooke.

Advanced Aquatics

- No advanced aquatic courses offered during this period.

Community Recreation Programs

Arena

- The Dry Floor season operated from April 1-Jun 8, with 370 drop-in admissions plus membership access, compared to 309 in 2018.

Early Years

- Program revenue increased by approximately 7% (\$2,688 in May-August 2018 to \$2,885 in 2019).
- Program offerings included a variety of social and skill based programs such as Play & Learn, Balance Bikers, Kicks for Kids Soccer, Yoga Animals and Preschool.
- 33 participants in registered programs, compared to 28 for the same time period in 2018

School Age

- Program revenue decreased by approximately 3% (\$4,606 in May-August 2018 to \$4,442 in May-August 2019)
- 104 participants in registered programs, compared to 109 for the same time period in 2018.
- Program offerings included a variety of social and skill based programs such as Boys Unplugged, For the Girls, Kid's Night Out, Home Alone Program, Soccer and Taekwondo programs.
- Offered a Free Learn to Fish program at Poirier Lake in partnership with the Freshwater Fisheries Society of BC with 11 participants.

SEAPARC LEISURE COMPLEX

Summer Program Report May-August 2019

Appendix A

- Offered Bike Skills 101 programs as part of an Active Transportation Grant through the CRD with 12 participants.

Camps

- 22 participants registered in the May 10 Pro D Camp options, compared to 37 for the same time period in 2018. This decrease is not reflective of the overall participation trend.
- Summer Camp program revenue increased by approximately 2% (\$106,560 in July-August 2018 to \$108,759 in July-August 2019). This reflects an increase in participation numbers.
- Received \$15,500 from the Canada Summer Jobs Grant to offset summer camp staff costs, in comparison to receiving \$6,368 in 2018.
- 8 Youth 14+years participated in the Camp Volunteer 101 training, and subsequently gained up to 4 weeks of volunteer experience in the summer camps

Adult

- Program revenue decreased by approximately 15% (\$8,788 in May-August 2018 to \$7,501 in 2019).
- 126 participants in registered programs, compared to 153 for the same time period in 2018.
- 14 drop-in fitness classes per week (7 in July-August) included in membership, with 108 drop-in admissions.
- 8 drop-in registered-fitness classes per week (4 in July-August), with 57 drop-in admissions.

Current Program Services Initiatives

- Participating in a Youth Engagement Grant initiative, in partnership with Edward Milne Community School Society, West Shore Parks and Recreation, Sooke School District 62, Island Health and the Boys and Girls Club. The goal of this initiative is to strengthen staff and organization abilities to connect and engage youth effectively at the community level.
- Staff attend 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.
- PLAY Sooke-Westshore partnership with School District 61, Island Health and PISE on a Sport for Life Grant – to improve community physical literacy. Training has been provided to summer camp staff and reception and supervisors. Work focuses on awareness, strengthening existing programs and services.
- Completed Island Health Community Wellness Grant initiative with School District 61, Island Health and PISE with goal to improve improving physical activity levels among students.
- Staff participate on regional committees to network and align services and focus on joint initiatives.