



**CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**
General Meeting, SEAPARC Board Room
Friday, April 24, 2020 at 1:30pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Adoption of the Minutes of February 18, March 17, and April 14 meetings
4. Chair's Report
5. Directors' Report
6. Youth Member's Report
7. Correspondence
 - a) Navy League of Canada
 - b) District of Sooke
 - c) Sooke Fine Arts Society
8. Fitness Gym & Multi-Purpose Space Addition – Project Update
9. Commission Business
 - a) Staff News (Verbal)
 - b) 2020/21 Fees and Charges Report
10. New Business
11. Motion to Close the Meeting

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (c) labour relations or other employee relations
12. Round Table
13. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, February 18, 2020 at 5:30pm
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), H. Johnson, M. Hicks (Director),
D. Little, J. Perkins (Vice-Chair), M. Tait (Director)
Staff: Steven Carey, CRD Manager, Legal Services, S. Knoke, SEAPARC Manager,
C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary
Absent: D. Bishop
Public/Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. APPROVAL OF THE MINUTES OF JANUARY 23, 2020

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins that the minutes of the January 23, 2020 meeting be adopted.

CARRIED

4. CORRESPONDENCE

a) Sooke & District Minor Hockey Association

MOVED by Director Hicks, **SECONDED** by Director Tait that the correspondence be received.

CARRIED

5. MOTION TO CLOSE MEETING

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- The closed meeting commenced at 5:35pm and adjourned at 6:22pm.
- The regular meeting reconvened at 6:22pm.

6. CHAIR'S REPORT

Congratulations on the opening of the new Weight Room and Fitness Studio facilities to the public.

7. DIRECTORS' REPORT

8. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION – PROJECT UPDATE

- The SEAPARC Manager thanked Commissioners and staff who worked so hard to achieve the opening of our new facilities
- The Weight Room and Fitness Studio opened to the public February 7, 2020
- Contractors are working to complete all outstanding items over the next two weeks
- Grand opening celebration tentatively set for afternoon of March 27

9. NEW BUSINESS

10. STAFF REPORTS

a) Staff News (Verbal)

Family Day Stat Holiday

The facility was open noon to 6pm with a free skate offered from noon to 3pm. Attendance was significantly lower than in past years. A provincial grant of \$1,000 received to help fund the free skate.

Director Hicks left the room at 6:30pm

Staffing

Admittance to the pool had to be limited the afternoon of February 14 (Pro D Day) due to a shortage of Aquatic staff. Several staff requested time off to attend the "Celebration of Life" function at EMCS that afternoon.

DeMamiel Creek Golf Course

Golf course will be opening for the season on April 15.

2019 Surplus

The SEAPARC Manager reported a 2019 Operating Budget surplus of \$154,000.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Little that 2019 surplus funds totalling \$154,000 be transferred to the Capital Reserve Fund.

CARRIED

Grant Support

A letter of support was provided to the District of Sooke for their BC Active Transportation Infrastructure Grants program application for funding of a pedestrian crossing of DeMamiel Creek.

11. PUBLIC QUESTION PERIOD

12. ROUND TABLE

13. ADJOURNMENT

The regular meeting adjourned at 6:40pm.
Next regular scheduled meeting: March 17, 2020 @ 6pm

Al Beddows, Chair

Lynn MacDonald, Recorder

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a special meeting held Tuesday, March 17, 2020 at 2pm
SEAPARC Leisure Complex Fitness Studio, 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), J. Perkins (Vice-Chair),
M. Tait (Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald,
Recording Secretary
Absent: D. Bishop, H. Johnson, D. Little
Public/Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 2:02 pm. The Chair advised that:

This meeting is being called as an Emergency Special Meeting of the Commission pursuant to Section 9 (2) of CRD Procedures Bylaw and Section 220 (4) of the Local Government Act.

In accordance with these provisions, due to public health concerns, that notice of the Special Meeting has been waived with the consent of the Chair and two Directors.

2. ADOPTION OF AGENDA

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

CARRIED

3. NEW BUSINESS

a) Suspension of Operations due to COVID-19

S. Knoke reported on directions received from CRD Emergency Operations Centre regarding closure of CRD recreational facilities. Discussion points included:

- Potential closure of Skate Park, Bike Park and DeMamiel Creek Golf Course
- Desire to keep golf course open if at all possible
- Measures to ensure social distancing/enhanced cleaning while facility remains open

MOVED by Director Tait, **SECONDED** by Director Hicks that the Sooke & Electoral Area Parks and Recreation Commission direct staff to close recreation facilities at 5PM March 17, 2020 and as necessary to support community health and prevent the spread of COVID-19; and

That all recreation programs and services will cease until further notice with the exception of SEAPARC Golf Course when able to commence operation and Spring Break Camps which will remain in operation until 5:00pm on Friday, March 20th, 2020; and

That the CAO be authorized to manage recreation staff as required with the intent of having no interruption in pay and benefits for the next two weeks; and

That staff report back with a reassessment of closures and suspended operations as necessary.

CARRIED

4. ADJOURNMENT

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins that the meeting adjourn at 2:15pm.

CARRIED

Al Beddows, Chair

Lynn MacDonald, Recorder

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a special meeting held Tuesday, April 14, 2020 at 1pm
SEAPARC Leisure Complex, 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: In person: Commissioners: A. Beddows (Chair),
Via telephone: D. Bishop, H. Johnson, M. Hicks (Director), D. Little,
J. Perkins (Vice-Chair), M. Tait (Director)
Staff: In person: L. Hutcheson, GM – Parks & Environmental Services,
S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary
Via telephone: C. Hوجلund, Program Services Manager
Absent: 0
Public/Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:01 pm. The Chair advised that:

This meeting is being called as an Emergency Special Meeting of the Commission pursuant to Section 9 (2) of CRD Procedures Bylaw and Section 220 (4) of the Local Government Act. In accordance with these provisions, due to public health concerns, that notice of the Special Meeting has been waived with the consent of the Chair and two Directors.

2. ADOPTION OF AGENDA

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

CARRIED

3. SPECIAL MEETING MATTERS

a) Emergency Shelter Cost Recovery Fee

Director Tait joined the meeting via telephone at 1:10pm

S. Knoke reported on an Emergency Management BC request to utilize the SEAPARC Arena as a temporary shelter for vulnerable persons during the COVID-19 pandemic. The site has been evaluated and inspected by BC Housing and the Sooke Fire Department and approved for a maximum of 30 indoor and 15 outdoor spaces. The shelter will be staffed and managed by a BC Housing operator and the Agreement will end on June 30, 2020 or when recreation services resume.

Under the provincial State of Emergency, SEAPARC is unable to charge approved bylaw fees and charges for rent and use. SEAPARC does, however, have the ability to recover additional costs related to this use under the provincial policy 5.13 COVID-19 Pandemic Response Task Number. The daily rate proposed (\$400) and lump sum amount (\$9,750) will recover the day-to-day incremental operating costs (facility maintenance staffing required) and a lump sum amount to recover the costs of set up and take down of the shelter.

MOVED by Commissioner Beddows, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission approve a daily rate of \$400 and a lump sum of \$9,750 to cover the incremental cost associated with the operations and setup and takedown of an Emergency Shelter at the SEAPARC Leisure Complex.

CARRIED

4. ADJOURNMENT

MOVED by Commissioner Beddows, **SECONDED** by Commissioner Perkins that the meeting adjourn at 1:23pm.

CARRIED

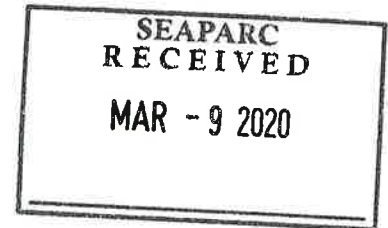
Al Beddows, Chair

Lynn MacDonald, Recorder



Navy League of Canada-Sooke Branch

P.O. Box 412
Sooke, BC
V9Z-1H4



Seaparc Manager
P.O. Box 421
Sooke, BC V9Z 1H4

February 12, 2020

Re: Trophy Sponsorship – 325 RCSCC ADM. RC WALLER

To: Seaparc Manager

On behalf of the Sooke Branch Navy League and our Cadet Corp, 325 RCSCC ADM. RC WALLER, we would like to extend out thanks for your continued support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 25th Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, May 31 at the Sooke Legion, beginning at 1 p.m.

At this time, we respectfully request a sponsorship donation of \$80.00 to pay for repairs, maintenance and engraving of your individual awards, the "Seamanship Award" and the "Athletic Award" for the navy league; as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted. A cheque can be made out to: Navy League of Canada Sooke Branch.

We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

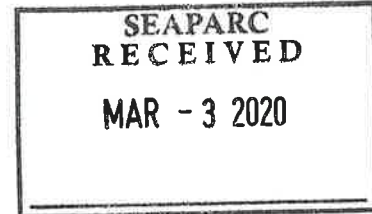
Please respond no later than April 17th, 2020. If there are any questions, please contact Branch secretary Miriam Lambert at 250-507-2404 or at sooke.nl.secretary@vidcadets.ca . Thank you for your prompt attention regarding this matter.

Best regards,
Executive Committee
Navy League of Canada-Sooke Branch



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2
Phone: 250-642-1634 Fax: 250-642-0541 Email: info@sooke.ca Website: www.sooke.ca

February 27, 2020



Dear Community Stakeholder,

Re: PlanH Grant Collaboration

By way of this letter, the District of Sooke is seeking support from your community group, and others, in order to work together on a \$15,000 grant application for Community Engagement.

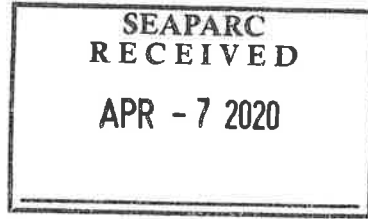
The District would like to strengthen ties to the variety of groups that can assist in guiding dialogue around concept and goals of inclusivity, equity, and barrier-free engagement. This grant would allow us to engage the greater community to provide valuable perspectives on how we can create a healthy community where everyone benefits.

The focus will be on the 'upstream' preventative measures where the engagement can have the most effect. Through the 4 P's of Planning, Policies, Programs, and Partnerships, the District hopes to create a conduit for continued engagement that will assist in capturing the needs of the whole community

We look forward to hearing from you by March 13th with a confirmation of your participation and contribution. A tentative meeting is envisioned in late March where we can all gather and complete the grant application together. The deadline is April 6, 2010.

Yours sincerely,

Paul Butterfield, ASCT
Engineering Technologist



March 30, 2020

Capital Regional District
Sooke Electoral Area Parks & Recreation Commission
2168 Phillips Road
Sooke, BC V9Z 0Y3
Attention: A. Beddows, Chair

Dear Commissioner Beddows:

In lieu of requesting delegation status and attending a regularly scheduled meeting, I am writing to inform you that the Sooke Fine Arts Society is suspending its 2020 Annual Show and Sale, which was scheduled for July 24-August 3, 2020. Given the current pandemic circumstances, the Society's Board unanimously concluded that proceeding with planning for or holding the annual show would pose unacceptable risks to the Show's many volunteers, suppliers, artists, patrons and community supporters, as well as SEAPARC staff and local residents.

Following is the motion from our meeting of March 24, 2020:

Motion: That the live SFAS Annual Art Show be suspended for the 2020 year.
Moved by Wayne Fritz, seconded by Shayna Chamitoff, carried unanimously.

Consequently, the Society will not be seeking to contract for the rental of the SEPARC Leisure Complex this summer. We do anticipate, however, that we will be holding our 35th anniversary show in July/August 2021 and will again be seeking to rent the same space at that time.

The ongoing communication and cooperation between SEAPARC and our staff continue to be most appreciated.

Sincerely yours,

DocuSigned by:
A handwritten signature in black ink that reads "Eileen Badiuk".
4B6294C032C0487...

Eileen Badiuk
President, Sooke Fine Arts Society

Cc: Steve Knoke, General Manager, SEAPARC



Making a difference...together

**REPORT TO THE SOOKE & ELECTORAL AREA
PARKS AND RECREATION COMMISSION
MEETING OF APRIL 24, 2020**

SUBJECT: 2020/21 Fees and Charges

PURPOSE:

This report contains recommendations regarding the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2020.

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 adjustments to the Fees and Charges were made on September 1, 2019 and January 1, 2020.

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 adults and seniors, 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 and Changes

No changes are proposed for 2020/21 given the following circumstances:

- anticipated negative economic impacts of COVID-19 pandemic to SEAPARC service and local economy
- forecast savings resulting from service interruptions during pandemic

ALTERNATIVES:

Alternative 1

The Sooke & Electoral Area Parks and Recreation Commission approves the proposed SEAPARC Recreation Fees and Charges for 2020/21, effective September 1, 2020, for inclusion in the 2020/21 Fees and Charges Bylaw to be approved by the CRD Board.

Alternative 2

The Commission approves the recommendation that the fee structure be maintained at current levels, with some exceptions.

IMPLICATIONS:

- Financial recovery from the 2020 COVID-19 pandemic will likely take time. By holding rates at current levels, SEAPARC will remove additional financial hurdle for users to return to access recreations facilities.
- Failure to meet revenue projections, for whatever reason, may result in a greater reliance on the tax requisition.

CONCLUSION:

Due to negative economic impacts of the 2020 COVID-19 pandemic, no fee changes are recommended at this time. The proposed 2020/21 Fees and Charges Summary is attached.

RECOMMENDATION:

The Sooke & Electoral Area Parks and Recreation Commission approves the proposed SEAPARC Recreation Fees and Charges for 2020/21, effective September 1, 2020, for inclusion in the 2020/21 Fees and Charges Bylaw to be approved by the CRD Board.

Submitted by:	Steve Knoke, SEAPARC Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A – Proposed 2020/21 Fees and Charges

APPENDIX A
Proposed 2020/21 Fees & Charges

SEAPARC RECREATION FEES AND CHARGES
Effective September 1, 2020

DROP-IN FEES (swim, skate, weight room, aerobic classes)		
Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 6.50
	10x	\$ 58.50
	1 month	\$ 65.00
	12 month	\$ 465.00
Senior (60+)	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
Student (19+)	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
Youth (13 – 18)	Single Admission	\$ 3.50
	10x	\$ 31.50
	1 month	\$ 35.50
	12 month	\$ 258.75
Child (5 – 12)	Single Admission	\$ 3.00
	10x	\$ 27.30
	1 month	\$ 30.30
	12 month	\$ 217.50
Family (Maximum 5)	Single Admission	\$13.00
	10x	\$ 117.00
	1 month	\$ 130.00
	12 month	\$ 800.00
Commercial Access	Single Admission	\$ 19.50
Preschool Age (4 and Under)	Single Admission	\$ 0.00
Lifestyle Pass All Ages	12 month	\$ 400.00
Regional Pass All Ages	12 month	\$ 492.00

MISCELLANEOUS ADMINISTRATION (Includes applicable tax)	
Administration Fee	\$ 10.00
Administration Fee Annual Pass	\$ 25.00
Card Replacement/Refund	\$ 5.00
Towel Rental	\$ 2.00
Shower Fee	\$ 3.00
Toonie Admission	\$ 2.00
Cash Withdraw Fee	\$ 1.50
POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Pool Rental (includes 2 guards)	\$ 150.00
Pool Rental Guard/Instructor (additional staff)	Market Rate
Lane Rental – Adult / Commercial	\$ 25.00
Lane Rental – Youth	\$ 13.00

APPENDIX A
Proposed 2020/21 Fees & Charges

ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Ice - Adult Prime*	\$ 225.00
Ice - Adult Non-Prime*	\$ 187.00
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	\$ 215.00
Ice – Youth Non-Prime	\$ 109.00
Ice – Youth Early Morning Resident*	\$ 55.00
Ice – Youth Early Morning Non Resident*	\$ 109.00
SD 62 School Use*	\$ 82.00
Dry Floor – Adult Non Profit*	\$ 75.00
Dry Floor – Youth Resident*	\$ 38.00
Dry Floor – Youth Non Resident*	\$ 75.00
Dry Floor – Commercial*	\$ 110.00
Arena Office Space – fee per month	\$ 337.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day)*	\$ 1,200.00
Complex – Dry Floor Non Profit (Move In/Out)*	\$ 600.00
Complex – Dry Floor Commercial (per day)*	\$ 1765.00
Complex – Dry Floor Commercial (Move In/Out)*	\$ 883.00
*Discounted rental rates may be negotiated if the event provides a benefit to the community and/or facility space available in low priority times.	

ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	\$ 3.25
Skate Rental – Family Rate (Maximum 5)	\$ 6.50
Skate Sharpening	\$ 5.00
Skate Sharpening 10x	\$ 45.00
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	\$ 20.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 32.00
Multipurpose Room – Full Room	\$ 64.00
New Multipurpose Room – Half Room	\$ 40.00
New Multipurpose Room – Full Room	\$ 80.00
SEAPARC STAN JONES FIELD (Subject to applicable tax)	
Per Game	\$ 25.00
Per Game Youth	Free
FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	\$ 600.00
Zamboni Ad (per year)	\$ 1,000.00
Brochure Advertising	Negotiated

APPENDIX A
Proposed 2020/21 Fees & Charges

GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)	
Adult	\$ 15.00
Adult 10x	\$ 135.00
Youth (8-16)	\$ 10.00
Youth 10x	\$ 90.00
Family (Max 4 incl. 2 adults)	\$ 40.00
Extra Round	\$ 10.00
Pull Cart Rental (rounding only)	\$ 5.00
Club Rental (rounding only)	\$ 7.00