



**CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**

Friday, June 12, 2020 at 1pm
SEAPARC Multi-Purpose Room A & Via Teleconference

AGENDA

1. Call to Order
2. Approval of Agenda
3. Adoption of the Minutes of April 24, 2020
4. Chair's Report
5. Directors' Report
6. Youth Member's Report
7. Fitness Gym & Multi-Purpose Space Addition – Project Update
8. Commission Business
 - a) Staff News (Verbal)
 - b) Restarting Programs and Services Report
 - c) Financial Forecast for Reopening of Operations Report
9. New Business
10. 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
11. Round Table
12. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Friday, April 24 at 1:30pm
Held via Teleconferencing and at SEAPARC Leisure Complex MP Room A, 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: L. Hutcheson, General Manager, Parks & Environmental Services,
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 1:32 pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. APPROVAL OF THE MINUTES OF FEBRUARY 18, MARCH 27 and APRIL 14, 2020

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Beddows that the minutes of the February 18, March 17 and April 14 meetings be adopted.

CARRIED

4. CHAIR'S REPORT

5. DIRECTORS' REPORT

Director Tait provided an update on the federal/provincial "Investing in Canada Infrastructure Program – Community, Culture and Recreation" grant application for a multi-use sport box grant submitted by the District last year. It is expected that grant award announcements will be made soon.

6. YOUTH REPORT

7. CORRESPONDENCE

a) Navy League of Canada – Trophy Sponsorship Request

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Beddows that a donation be made to the Navy League of Canada – Sooke Branch in the amount of \$80 for the annual sponsorship of the "Athletic" and "Seamanship" Awards (\$40 each).

CARRIED

b) District of Sooke – Plan H Grant Collaboration Request

c) Sooke Fine Arts Society - Notice of 2020 Fine Arts Show cancellation

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Beddows that correspondence be received.

CARRIED

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

- Grand opening delayed due to COVID-19 pandemic
- Final landscaping work and bench installation still outstanding
- Staff to present a final financial reporting on project at next regular meeting

9. COMMISSION BUSINESS

a) Staff News

Emergency Shelter

The dry floor arena will be utilized as a temporary self-isolation shelter to support local vulnerable population during COVID-19 pandemic under the direction of Emergency Management BC. Neighbouring property owners have been notified.

Facility Closure

The facility closed to the public on March 17 and remains closed with some staff continuing to work in the facility. Maintenance staff are working on projects that were scheduled for annual pool shutdown.

DeMamiel Creek Golf Course

Golf course will open for the season on May 1 with new rules and procedures being implemented to protect patron and staff safety and meet provincial health guidelines. Staff will continue to actively monitor the status of the COVID-19 outbreak on a daily basis and adjust precautionary procedures as dictated by the Provincial Health Officer.

Programs Update

The Program Services Manager reported that the only programs currently open for registration are summer camps. Special payment plans have been initiated this year to assist those financially impacted by COVID-19. A final decision on whether summer camps will be offered will be made in May.

b) 2020/21 Fees and Charges Report

Due to the negative economic impacts of COVID-19 pandemic, no changes to SEAPARC fees and charges for 2020/21 are recommended at this time.

MOVED by Commissioner Perkins, **SECONDED** by Director Tait that 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.

CARRIED

10. NEW BUSINESS

11. MOTION TO CLOSE MEETING

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Beddows to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (c) labour relations or other employee relations.

CARRIED

- Closed meeting started at 1:59pm and concluded at 2:14pm
- Regular meeting reconvened at 2:15pm

12. ROUND TABLE

13. ADJOURNMENT

The regular meeting adjourned 2:23pm
Next regular scheduled meeting: to be determined



Making a difference...together

REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF FRIDAY, JUNE 12, 2020

SUBJECT **Restarting Programs and Services**

ISSUE SUMMARY

To provide an update on the restarting of SEAPARC programs and services.

BACKGROUND

The provincial government tasked the British Columbia Recreation and Parks Association (BCRPA) with developing a set of guidelines for how the public recreation and parks sector can operate safely during the pandemic. In response, sector leaders across BC were assembled to plan a safe and coordinated restart of recreation services province wide.

On May 28, the Recreation and Parks Sector Guideline for Restarting Operations was launched province wide. The guideline provides a framework for local and regional governments to apply to the provision of recreation and park services in the pandemic and to be used to develop policies, plans and procedures specific to each organization.

Further to the BCRPA guidelines, Island Health, the BCCDC and WorkSafeBC have also provided information on best practices and procedures. Working with the guidelines and directives, staff have implemented a phased approach to follow in restarting recreation programs and services.

The following is a proposed outline of programs and services:

Staff are programming based on facility hours of 7 am to 6 pm, seven days each week with the exception of the aquatic facility which would be five days per week. Registered programs could be offered outside of these hours. Reservable drop-in activities would be offered at drop-in rates or with a punch pass.

Weight Room

Staff are planning to open the SEAPARC weight room for reservable time slots, allowing staff to limit capacity to follow physical distancing requirements. Some equipment has been closed in the weight room and other pieces have been reorganized to provide more space for users. Staff will be on-site at all times to monitor weight room use and assist with enhanced cleaning.

Fitness

Outdoor fitness and yoga classes may commence in July at SEAPARC. To limit capacity, participants must reserve a spot in advance. Staff will continue to offer fitness classes based on demand. Through the fall, some registered fitness programs will proceed indoors with reduced capacities and COVID-19 safety protocols in place. Personal training programs will be offered as well.

Arena

Staff plan to open the ice facility in October, based on a minimum demand from user groups and schools. Staff are working to develop protocols for ice users. User groups are awaiting guidelines

from their respective sport organizations which will provide more information to assist in guiding fall ice planning. Arena program planning for the fall may include reduced capacity skate lessons, and limited public skating sessions.

Early Years & School Age Programs

Planning and registration is currently underway for summer camp programs, which are scheduled to begin on Monday, June 29th. While some camps have been cancelled, many are still being offered with modifications and all staff-led camps will take place mainly outside. Licensed pre-school care registration for 2020/2021 has met and exceeded minimum registration targets. Fall youth programs will include camp programs for professional development days and winter break as well as some sport and social programs. Some programs will depend on instructor availability.

Adult Community Recreation

Registered programs may proceed with some being offered outside or with smaller capacities and others could be delivered through online methods. Some programs will depend on access to the school gymnasiums. School District 62 has not permitted use of indoor facilities at this time.

Aquatics

Based on guidelines from BCRPA, the Lifesaving Society and information provided by Island Health, aquatic facilities can be part of our phased re-opening. This would include lanes, lazy river and leisure pool, and other spaces that could be reserved in advance. Aquafit classes could be delivered with smaller capacities as well as modified swim lessons. Lessons would be private bookings and would have the instructor teaching from the pool deck with family member support in the pool for younger children. Staff also anticipate that the swim club will want to return and book space in the pool for their participants.

IMPLICATIONS

Social Implications

Recreation services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of communities and support physical and mental health. Although at a decreased service level, the proposed program plan still meets the

Commission's mission and goals of making available a wide range of services and maximizing participation under the guidelines provided.

Financial Implications

Due to the closure of the facility on March 18, 2020 and a reduction of service levels upon a phased re-opening, the ability to generate revenue through drop-in admissions, pass sales and program registrations will be reduced. Staff will need to shift how programs and services are delivered to minimize loss –of spaces and other modifications are being pursued as options for program delivery.

Service Delivery Implications

The programming proposed above decreases the standard level of service delivery due to reduced hours of operation reduced access to drop-in programs and services due to attendance

limitations.

CONCLUSION

Under the guidance of BC’s Provincial Health Office, the Lifesaving Society, WorkSafeBC and the BC Recreation and Parks Association, staff have evaluated future recreation programs and services. Program capacities will be smaller, programs will be shifted to outdoor spaces or larger spaces and program delivery models will change; however, a wide range of programs and services can still be delivered to the SEAPARC community.

RECOMMENDATION

That the SEAPARC Commission receive this report for information.

Submitted by:	Colleen Hoglund, Manager of Program Services
Concurrence:	Steve Knoke, Manager



Making a difference...together

REPORT TO SOOKE AND ELECTORAL PARKS AND RECREATION COMMISSION MEETING OF FRIDAY, JUNE 12, 2020

SUBJECT Financial Forecast for Reopening of Operations

ISSUE SUMMARY

To inform the Commission of the 2020 financial forecast for the reopening of operations after the facility closure due to COVID-19.

BACKGROUND

To support community health and prevent the spread of COVID-19, the SEAPARC Commission directed staff to close recreation facilities as of 5 pm on March 17, 2020. All SEAPARC programs and services ceased until further notice, with the exception of Spring Break camps which remained in operation until 5 pm on March 20, 2020.

The proposed phased reopening of facilities, programs and services is based on facility hours of 7am to 6 pm seven days a week with the exception of aquatics, which is based on five days a week. Registered outdoor classes and registered weight room time slots will be offered with admission based on a drop-in fee or per visit punch pass. All services will be offered on a cost recovery basis.

Due to new regulations that limit group sizes and enhanced safety protocols, we will now commence cancelling all dated membership passes (pro-rated from March 18, 2020) and apply account credits respectively. The credit may be used for the purchase of punch cards or drop-in visits once our facility's programs and services resume operation. No additional membership pass revenue was included in the financial forecast.

ALTERNATIVES

Alternative 1

That the SEAPARC Commission approve the proposed phased re-opening of facilities, programs and services with reduced hours and services.

Alternative 2

That the SEAPARC Commission approve the phased re-opening of facilities, programs and services with reduced hours and services with proposed changes.

IMPLICATIONS

Financial Implications

With services offered on a cost recovery basis there is no forecasted deficit for the proposed phased re-opening of facilities, programs and services with capital transfers.

There is a risk that the arena facility will remain closed until at least December 31, 2020, if minimum ice demand (approximately \$50,000) is not met.

In alignment with Local Government Act Section 374 (11), if actual expenditures exceed actual revenues, any deficiency must be included in the future year's financial plan. In order to mitigate the financial impact on the 2021 financial plan, a deficit can be covered through reduced planned transfers to the capital reserve. The choice to reduce the capital transfer or include the deficit into the 2021 financial plan may be determined in July. If required a formal budget amendment for 2020 will be put forward at that time.

Social Implications

Recreation services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of communities and support physical and mental health. Although at a decreased service level, the proposed program plan still meets the Commission's mission and goals of making available a wide range of services and maximizing participation under the guidelines provided.

CONCLUSION

SEAPARC's phased re-opening of facility, programs and services limits risk to requisition and ensures a sound financial approach. By scaling the operation, SEAPARC will be able to ramp up and down as public demand increases or decreases in 2020. Staff have evaluated future recreation programs and services. A wide range of programs and services can still be delivered to the SEAPARC community as staff shift programing to a lower number of participants in programs and drop in activities, use outdoor or larger spaces and modify program delivery models.

RECOMMENDATION

That the SEAPARC Commission approve the proposed phased re-opening of facilities, programs and services with reduced hours and services.

Submitted by:	Steve Knoke, SEAPARC Manager
---------------	------------------------------