



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

Tuesday, July 28, 2020 at 5pm
SEAPARC Multi-Purpose Room A

AGENDA

1. Call to Order
2. Approval of Agenda
3. Adoption of the Minutes of June 12, 2020
4. Chair's Report
5. Directors' Report
6. Youth Member's Report
7. Presentations/Delegations
 - a) Delegation: Megan McMath Re: Event Support
8. Commission Business
 - a) [2020 Financial Plan Amendment Report](#)
 - b) [Staff News Report](#)
 - c) [Fitness Gym and Multi-Purpose Space Addition – Project Completion 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) (e) the acquisition, disposition or expropriation of land or improvements, if the Commission considers that disclosure could reasonably be expected to harm the interests of the Board.
11. Round Table
12. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Friday, June 12 at 1pm
Held via Videoconferencing 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), D. Bishop, M. Hicks (Director), D. Little,
J. Perkins (Vice-Chair), M. Tait (Director)
Staff: L. Hutcheson, General Manager. Parks & Environmental Services,
S. Knoke, SEAPARC Manager, C. Hogle, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: H. Johnson
Public/Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:10 pm.

2. ADOPTION OF AGENDA

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

3. APPROVAL OF THE MINUTES OF APRIL 24, 2020

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Little that the minutes of the April 24 meeting be adopted. **CARRIED**

4. CHAIR'S REPORT

The Chair noted that the use of the arena as a temporary self-isolation shelter has been a huge success in assisting vulnerable members of the community during the COVID emergency.

5. DIRECTORS' REPORT

Director Tait reported that the CRD's new "Mountain Biking Advisory Committee" is seeking volunteer members. More information is available on the CRD website.

6. YOUTH REPORT

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

- Final project report will be presented at July meeting

8. COMMISSION BUSINESS

a) Staff News (verbal)

DeMamiel Creek Golf Course

S. Knoke reported on recent correspondence received from a resident residing next to the course with two safety concerns:

- Roadway congestion caused by course users parking their vehicles on side of Throup Rd. (across from the course parking lot entrance); and
- errant golf balls landing on the resident's property

The SEAPARC Manager suggested exploring options with the District of Sooke for the use of their right-of-way in order to expand the golf course parking area.

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that staff explore the feasibility of purchasing neighbouring property for future use and expanding golf course parking by utilizing the District of Sooke right-of-way. **CARRIED**

Emergency Shelter

Use of the arena as a temporary self-isolation shelter to support local vulnerable population during COVID-19 pandemic under the direction of Emergency Management BC will end on June 22/20. A complete cleaning and restoration of the facility and property will be undertaken by a professional property restoration company the week of June 22.

b) Restarting Programs and Services Report

C. Hoglund provided an overview on plans underway for the phased reopening of SEAPARC facilities and programs following British Columbia Recreation and Parks Association, Island Health, BC's Provincial Health Office, Lifesaving Society WorkSafe BC guidelines.

Discussion points included:

- User capacity limits for pool, weight room and ice arena
- Staff and patron safety
- Regular ice users and 2020/21 ice time requests

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the report be received for information. **CARRIED**

c) Financial Forecast for Reopening of Operations Report

S. Knoke reported that by proceeding with a phased re-opening of the facility with reduced hours/services on a cost recovery basis, no forecasted deficit is expected. The choice to reduce the capital transfer or include a deficit into the 2021 financial plan, if necessary, may be determined at the July meeting.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Little that the Commission approve the proposed phased re-opening of facilities, programs and services with reduced hours and services. **CARRIED**

Director Tait left the room at 1:48pm

10. NEW BUSINESS

11. MOTION TO CLOSE MEETING

MOVED by Commissioner Bishop **SECONDED** by Commissioner Perkins 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 1:50pm and concluded at 1:55pm
- Regular meeting reconvened at 1:55pm

12. ROUND TABLE

S. Knoke announced that SEAPARC Administrative Secretary, Lynn MacDonald, will be moving to a new position in the CRD (Water Services) effective June 19, 2020 and thanked Lynn for her 10 years of service to the community.

13. ADJOURNMENT

The regular meeting adjourned 2pm

Next regular scheduled meeting: Tuesday, July 28 @ 5pm

Al Beddows, Chair

Lynn MacDonald, Recorder



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REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JULY 28, 2020

SUBJECT 2020 Financial Plan Amendment

ISSUE SUMMARY

To seek approval from the Capital Regional District (CRD) Board to amend the 2020 Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) financial plan for forecasted changes due to COVID-19.

BACKGROUND

At its June 12, 2020 meeting, the Commission approved the proposed phased reopening of facilities, programs and services. No financial deficit is forecast in the phased reopening of facilities, programs and services including the aquatic facility for 2020. The closure and phased re-opening is forecasted to reduce revenue in 2020 by \$753,940. This is balanced by a reduction in staff wages, utilities and other costs.

In alignment with Local Government Act Section 374 (5), the SEAPARC service is required to balance the change in the budget by ensuring proposed expenditures and transfers do not exceed the total proposed funding.

ALTERNATIVES

Alternative 1

The Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

Alternative 2

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan amendment be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

In an effort to mitigate costs and potential losses as a result of the facility closure, auxiliary staff were laid off on March 31, 2020. Regular staff (excluding maintenance staff), were placed on furlough and re-deployed to other CRD operations as of April 27. Most of the regular staff were subsequently recalled. In development of the phased re-opening plan, staff balanced mitigating costs and meeting the Commission's mission and goals of making available a wide range of

services and maximizing participation under the guidelines provided from the British Columbia Recreation and Parks Association, Island Health and WorkSafeBC.

SEAPARC will continue to monitor and respond to public demand. Should forecasted revenues or expenses materially change, staff will return to the Commission with an updated analysis in the fall. Looking forward to 2021, staff have not built any impacts of COVID-19 into the current 2020-2024 financial plan. This will be reviewed in October when service levels are considered and the provisional budget for 2021 to 2025 is presented.

CONCLUSION

As a result of the COVID-19 closures and phased re-opening of facilities, programs and services, an amendment is proposed to balance the 2020 budget. Appendix A shows the proposed amendment to the SEAPARC 2020-2024 Committee Summary.

RECOMMENDATION

The Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

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

ATTACHMENT

Appendix A: Amended 2020-2024 SEAPARC Committee Summary

| SEAPARC - ALL SERVICE AREAS | 2019 BOARD BUDGET | 2019 ACTUAL | Budget 2020 TOTAL | Budget 2020 COVID Recast |
|---|----------------------------------|------------------------|----------------------------------|---|
| <u>OPERATING COSTS:</u> | | | | |
| Salaries and Wages | 2,399,770 | 2,359,734 | 2,646,460 | 2,042,409 |
| Electricity & Utilities | 219,014 | 202,171 | 224,570 | 214,570 |
| Operating Supplies & Promotion | 286,698 | 274,591 | 310,660 | 218,301 |
| Maintenance and Repairs | 163,710 | 139,751 | 174,680 | 160,680 |
| Internal Allocations | 182,069 | 181,440 | 208,140 | 208,140 |
| Contract for Services | 91,800 | 57,955 | 86,530 | 56,120 |
| Vehicles and Travel | 28,860 | 24,025 | 30,520 | 26,960 |
| Operating - Other | 69,070 | 56,470 | 65,010 | 65,450 |
| Insurance Cost | 25,640 | 25,640 | 25,290 | 25,290 |
| Contingency | 20,000 | - | 20,000 | 20,000 |
| TOTAL OPERATING COSTS | 3,486,631 | 3,321,777 | 3,791,860 | 3,037,920 |
| *Percentage increase over prior year | | | | |
| <u>CAPITAL / TRANSFER RESERVES</u> | | | | |
| Transfer to Operating Reserve Fund | - | - | 5,000 | 5,000 |
| Transfer to Capital Reserve Fund | 370,000 | 524,119 | 320,000 | 320,000 |
| Transfer to Equipment Replacement Fund | 90,000 | 90,000 | 90,000 | 90,000 |
| Capital Equipment Purchases | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 460,000 | 614,119 | 415,000 | 415,000 |
| DEBT CHARGES | 54,070 | 54,125 | 104,116 | 104,116 |
| TOTAL COSTS | 4,000,701 | 3,990,021 | 4,310,976 | 3,557,036 |
| OPERATING LESS RECOVERIES | 4,000,701 | 3,990,021 | 4,310,976 | 3,557,036 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | |
| Balance C/F from Current to Next year | - | - | - | - |
| Balance C/F from Prior to Current year | - | - | - | - |
| Fee Income | (874,410) | (889,185) | (1,102,527) | (455,631) |
| Rental Income | (336,760) | (326,303) | (343,530) | (236,486) |
| Transfer from Operating Reserve Fund | (15,000) | - | - | - |
| Payments - In Lieu of Taxes | (5,024) | (5,024) | (5,043) | (5,043) |
| TOTAL REVENUE | (1,231,194) | (1,220,512) | (1,451,100) | (697,160) |
| | | | 17.86% | |
| REQUISITION | (2,769,507) | (2,769,509) | (2,859,876) | (2,859,876) |



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REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JULY 28, 2020

SUBJECT **Staff News**

ISSUE SUMMARY

To update the Commission on programs, facilities and initiatives.

BACKGROUND

Summer Programs

SEAPARC's application for a Federal Summer Grant was approved. This funding will help offset summer camp staff wages.

Summer camps started on June 29. We have received a positive response from parents and children thus far. While the camp programs might look a bit different this year, staff have been able to incorporate a variety of unique, fun and safe activities every day to keep children active. SEAPARC has implemented a number of strategies to provide a healthy and safe environment for staff and participants, following the guidelines set forth by the Provincial Health Officer, Work Safe BC, BC Centre for Disease Control, the BC Recreation and Parks Association (BCRPA) and Island Health.

Weight Room, Pool and Arena

SEAPARC's weight room is currently operating Monday to Saturday with select time slots available in which the public can reserve in advance to enjoy a workout. Select indoor and outdoor fitness classes have begun as well. Participants must register in advance, answer health check questions, and follow appropriate health and safety protocols that have been developed under the guidance of Island Health, the BCRPA and WorkSafe BC. Staff are actively monitoring these services and responding to demand where appropriate.

Planning is underway to ready the pool and arena for re-opening. Both facilities and services will be opened in a phased approach to maintain efficient and safe operations. These measures will restrict the number of people accessing those facilities at one time and will include protocols to support a healthy and safe environment for all.

Aquatic staff will be recalled mid-August to ensure there is adequate time for training, and the pool is tentatively scheduled to re-open August 31 with reduced hours and limited programming. Additional programs will be added in October. The arena will tentatively open September 15 with limited public offerings. Additional programs will be phased in during October in conjunction with ice user groups. Staff will continue to monitor facility use and respond to service demand where economically feasible to do so.

Golf Course

SEAPARC continues to provide increased staffing levels for golf course administration, managing access and monitoring COVID-19 safety measures for golf services. The golf course has been well received and increased public demand coupled with COVID-19 restriction has led to parking challenges. Golfers are parking on the Throup Road shoulder when the golf course lot is full or near closing time when the gate is closed.

To manage this the golf course hours have been adjusted to remain open until 8pm daily. This allows staff to intercept golfers parking on the road and to suggest that they park in the golf course lot or on Charters Road. This has had an impact on street parking concerns. Proposed parking expansion is currently being investigated. It is anticipated that seasonal operations will soon be slowing down as the days shorten and the weather cools in the fall.

Sooke Rotary club is planning their annual golf tournament on August 29.

Administration

Grant Application and Opportunities

SEAPARC has applied for a \$50,000 Enabling Access Fund Grant. This grant provides funding for eligible capital projects that increase accessibility for people with disabilities in Canadian communities and work places.

Intake 2 is now open for the Canada-British Columbia Investing in Canada Infrastructure Program Grant – Community, Culture and Recreation. The District of Sooke was successful in the first intake of this grant application for the multi-sport box in Sunriver Estates. SEAPARC will review capital plans for projects that qualify for grant funding in the coming years. The deadline for application is October 1, 2020.

SEAPARC Shower Access

SEAPARC has been working with Sooke Region Communities Health Network to provide shower access to vulnerable populations. It is anticipated that this agreement will come to an end on August 1, 2020.

RECOMMENDATION

That the Sooke and Electoral Area Parks and Recreation Commission receive this report for information.

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



Making a difference...together

**REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JULY 28, 2020**

SUBJECT Fitness Gym and Multi-Purpose Space Addition – Project Completion Report

ISSUE SUMMARY

To present the project completion update.

BACKGROUND

The project team issued a substantial completion to the contractor on January 31, 2020. On February 17, 2020, regular operations began in the new facilities. The project was completed on March 31, 2020 with some minor work to be finalized in the summer months.

This report summarizes the project performance and deliverables.

Project Objectives

The objective of this project was to add a 1,550 square foot multi-purpose space and a 3,600 square foot fitness gym facility space at SEAPARC Leisure Complex in response to community needs. SEAPARC was interested in a low carbon footprint or “carbon-neutral” design for this space addition project.

Performance: Schedule

An integrated value focus design-bid-build model was implemented as the project delivery method.

| Milestone | Target Date | Completion Date |
|-----------------------|--------------------|------------------------|
| Project Initiation | April 2018 | April 2018 |
| Complete Design | November 2018 | December 2018 |
| Tender Closing | January 2019 | February 2019 |
| Contract Approval | March 2019 | May 2019 |
| Contract Negotiation* | N/A | May 2019 |
| Start Construction | March 2019 | May 2019 |
| Complete Construction | January 2020 | February 2020 |

*Tender came in over budget; Commission directed staff to negotiate a contract with the low bid contractor.

Performance: Budget

The budget for the project was approved by the Commission on March 21, 2019 at \$3,410,170 and was broken down as follows:

| Approved Budget | Design and Project Admin | Tender Price (excluding GST) | Contingency (10% of Tender Price) |
|------------------------|---------------------------------|-------------------------------------|--|
| \$3,410,406.00 | \$492,000.00 | \$2,653,096.00 | \$265,310.00 |

The following separate price items were excluded from the tender:

| Item | Description | Tender Amount Plus 10% Contingency |
|-------------------------|----------------------------------|---|
| 1 | Bike parking canopy cover | \$ 95,331.50 |
| 2 | Child-minding/boardroom addition | \$127,625.30 |
| 3 | Concrete works for courtyard | \$121,992.20 |
| 4 | Landscape and plantings | \$151,794.50 |
| 5 | Mirrors inside the fitness gym | \$ 10,890.00 |
| Total of separate items | | \$507,633.50 |

The contract negotiation results in the revised tender price of \$2,607,631.00 (plus contingency), which includes three separate price items:

1. the “rough-in work” for bike parking canopy cover
2. the child-minding/boardroom
3. courtyard improvement

Budget summary as of July 2020:

| | Approved by Commission | Actual | Projected Cost Savings ² |
|--------------------------|-------------------------------|-----------------------------|--|
| Design and Project Admin | \$492,000.00 | \$390,000.00 | \$102,000.00 |
| Construction | \$2,857,631.00 | \$2,731,052.00 ¹ | \$126,579.00 |
| Contract | \$60,775.00 | \$64,692.00 | (-\$3,917.00) |
| Miscellaneous | | | |
| Total | \$3,410,406.00 | \$3,185,744.00 | \$224,662.00 |

¹ The Commission, at its September 2019 meeting, approved five additional items (total cost of \$168,000) added to this contract.

² There are a few landscape and plantings items outstanding in this project which need to be paid from this budget; however, it is anticipated \$200,000 could be remaining at project completion.

Performance: Deliverable

The project has provided a state-of-the-art, contemporary and flexible fitness and exercise space that can respond to future needs.

The new space has achieved the following:

- high energy efficiency: 48% overall reduction in energy consumption compared to referenced base building
- sustainability: utilized timber to minimize carbon footprint
- best use of natural energy: maximized the natural light usage
- best use of space: high flexibility for programs
- flexible and designed to set the stage for future expansion
- bike parking canopy: to encourage active transportation
- a design that is connected to the natural environment, has a strong recognizable sense of place and reflects the essence of the surroundings

Performance: End Result

There were three main goals for the space addition project:

1. to ensure SEAPARC meets the needs of the rapidly growing community
2. to facilitate active lifestyles and enhance community health
3. to diversify revenue streams and improve the sustainability of the SEAPARC Leisure Complex

The construction is substantially completed and the spaces are fully utilized with various fitness programs. Since the “soft opening” of the new spaces, the SEAPARC membership registration has continued to grow as compared to the same period in 2019.

CONCLUSION

The project was completed on time and within budget. The end result of this project is a high-quality, truly functional space that provides fitness and active lifestyle programs for the SEAPARC community.

RECOMMENDATION

That the Sooke and Electoral Area Parks and Recreation Commission receive this report for information

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|---------------|-------------------------------------|
| Submitted by: | Andy Liu, P. Eng., Project Engineer |
| Concurrence: | Steve Knoke, Manager |