



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

Tuesday, January 26, 2021 at 3 pm
SEAPARC Board Room
2168 Phillips Road, Sooke, BC

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Approval of Agenda
4. [Adoption of Minutes of October 13, 2020](#)
5. Chair's Report
6. Presentations/Delegations
7. Commission Business
 - a) Budget Update – Verbal Report
 - b) [Staff News Report](#)
 - c) Sport Box Update – Verbal Report
8. New Business
9. Adjournment



**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, October 13, 2020 at 3 pm
Held at Juan de Fuca Local Area Services Building, Otter Point, BC**

Present: Commissioners: A. Beddows (Chair), J. Perkins (Vice Chair), M. Hicks (Director),
D. Little (3:11 pm), M. Tait (Director)
Staff: S. Knoke, SEAPARC Manager; C. Høglund, Program Services Manager;
M. Medland, Senior Financial Advisor, CRD Financial Services; S. Asdal,
Recording Secretary
Absent: D. Bishop

1. Call to Order

Chair Beddows called the meeting to order at 3:01 pm.

2. Approval of Agenda

MOVED by Director Tait, **SECONDED** by Vice Chair Perkins, that the agenda be approved.
CARRIED

3. Adoption of Minutes of September 15, 2020

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the minutes of the September 15, 2020 meeting be adopted.
CARRIED

4. Chair's Report: There was none.

5. Directors' Report

Director Tait reported that District of Sooke Council endorsed the *Sunriver Multi-Use Sport Box Project Report* without any changes to the recommendations.

6. Youth Member's Report

S. Knoke advised that two applications were received from Edward Milne Community School for the youth member position that is currently vacant. The Commission directed staff to confirm with Capital Regional District Legislative Services if there can be two positions on the Commission with just one member voting.

7. Presentations/Delegations: There were none.

Commissioner Little entered the meeting at 3:11 pm.

8. Commission Business

S. Knoke provided a PowerPoint presentation which included an overview of the 2021 service plan, a review of the 2020 budget and an overview of the 2021 budget.

a) 2019-2022 Recreation Service Planning Report

Discussion points included:

- Excellent work of staff in providing programs through challenging times
- Revenue and expenses of the pool

MOVED by Director Tait, **SECONDED** by Vice Chair Perkins,

That the Sooke Electoral Area Parks and Recreation Commission recommends to the CRD Board:

That the *Community Need 2021 Summary – Recreation* be approved as presented and advanced to the October 28, 2020 provisional budget review process.

CARRIED

b) 2021 Budget Review and Approval Process Report

Discussion points included:

- Rationale for replacement of the skate park
- Balance in capital reserve and equipment replacement funds

MOVED by Director Tait, **SECONDED** by Commissioner Little,

That the Sooke Electoral Area Parks and Recreation Commission recommends to the CRD Board:

That the attached 2021-2025 budget be approved as presented.

CARRIED

c) DeMamiel Creek Golf Course Closure – Verbal Report

S. Knoke advised that several requests have been received from the public to keep the course open. The Commission discussed 2019 use in October compared to 2020 and costs to extend the season.

MOVED by Vice Chair Perkins, **SECONDED** by Director Tait,

That the DeMamiel Creek Golf Course remain open until November 2, 2020 with the option to remain open until November 15 at the discretion of the SEAPARC Manager.

CARRIED

The Commission directed staff to display the information on the SEAPARC road sign.

9. New Business

a) Fundraiser Event Request – Harmony Project Organization

Chair Beddows advised that the Harmony Project organization has submitted a request to hold a drive-in movie fundraiser event for up to 50 vehicles in the SEAPARC parking lot on Saturday, October 31, 2020.

The Commission discussed the facility rental fee, facility access for attendees and organization of the parking lot.

10. Adjournment

MOVED by Director Tait, **SECONDED** by Vice Chair Perkins,
That the meeting be adjourned at 3:51 pm.

CARRIED

Al Beddows, Chair

Shannon Asdal, Recorder



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**REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JANUARY 26, 2021**

SUBJECT **Staff News**

ISSUE SUMMARY

To provide the Commission with an update on operations.

BACKGROUND

PROGRAMS

Overall, the community has responded favorably to the programs currently being offered and are appreciative of the steps taken to support a safe and healthy environment for the staff and public. While there is increased demand on services including the pool, weight room and public skates, current service levels will remain to ensure SEAPARC can effectively adapt to the changing health orders and restrictions.

Staff are monitoring the reservation system and making adjustments where possible, to improve access. Staff are working hard to provide the best experience possible under the confines of the COVID-19 pandemic.

Community Recreation and Arena Programs

Core programs have been adapted including licensed preschool, pro-development days and winter break camps and arena programs to effectively meet the required COVID-19 safety protocols. Public skate sessions are consistently at the maximum capacity. Private rentals are not permitted at this time. All adult programs are currently on hold, with the exception of fitness classes, as per the current health order restrictions.

Family Day is taking place Monday, February 15. SEAPARC will be closed that day; however, staff are developing an activity to engage the community virtually. SEAPARC will be applying for a BC Recreation Parks Association grant to support this endeavor.

Weight Room and Fitness Programs

SEAPARC's weight room is currently operating Monday to Sunday in which the public can reserve a workout in advance. Select low intensity fitness classes are running; however, the current health order does not permit high intensity classes such as Indoor Cycle. Teen weight room orientations and personal training sessions are also now being offered.

SEAPARC Pool

The pool is consistently operating at maximum capacity for most swim sessions. There is increased demand for pool access. Most swims are filling up one to two weeks in advance. Swim lessons have had lower than normal attendance, likely due to the new procedures that are

required. Eight Aqua Fit classes are also currently being offered. No other aquatic programs are running at this time.

ADMINISTRATION

Golf Course

The golf course is currently in seasonal closure. SEAPARC golf service levels will be reviewed for 2021. If schedule changes are recommended, they will be presented to the Commission for consideration. The golf course was very well received in 2020. Increased public demand and safe access led to a one month season extension.

Bike Park

The bike park jumps are currently closed for seasonal repair and maintenance and will reopen when maintenance is complete and weather permits. Reopening typically occurs at spring break near the end of March.

Service Levels

SEAPARC has been balancing COVID-19 health restrictions and safe community access. We have continued to maintain consistent service levels safely through recent orders and restrictions.

SEAPARC will continue to stay the course and wait for health orders to loosen or change before ramping up our current operations. SEAPARC has received correspondence indicating a gradual push from users to increase the number of swims and to transition out of a five day pool operation. Although demand may be present, SEAPARC is cautious about sending mixed signals to the public that services are expanding at a time when we are being asked by the Province to limit contact with others.

CONCLUSION

SEAPARC continues to monitor and adjust operations in response to current health restrictions and changing regulations.

RECOMMENDATION

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

Submitted by:	Steve Knoke, Manager, SEAPARC Collen Hoglund, Program Services Manager
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