



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Sooke and Electoral Area Parks and Recreation Commission

Tuesday, November 2, 2021

6:30 PM

SEAPARC Multi Purpose Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

A. Beddows (Chair), D. Bishop (Vice Chair), J. Perkins, M. Tait, D. Little, M. Hicks, D. Lajeunesse C. Doucet

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledge

2. Approval of Agenda

3. Adoption of [Minutes](#) of October 5, 2021

2.1 Minutes of the October 5, 2021 Sooke and Electoral Area Parks and Recreation Commission

Recommendation: That the minutes of the Sooke and Electoral Area Parks and Recreation Commission of September 7, 2021 be adopted as circulated.

Attachments: [Minutes – October 5, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

5.1 Programs and Services Update

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

Attachments: [Staff Report: Programs and Services Update](#)

6. New Business

7. Adjournment

The next meeting is December 7, 2021

To ensure quorum, please advise Megan MacKeigan at mmackeigan@crd.bc.ca if you cannot attend.

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Capital Regional District Meeting Minutes

625 Fisgard St.,
Victoria, BC V8W 1R7

Sooke and Electoral Area Parks and Recreation Commission

Tuesday, October 5, 2021

6:30 PM

SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

PRESENT:

A. Beddows (Chair), D. Bishop (Vice Chair), M. Tait (EP), J. Perkins (EP), D. Little (EP), M. Hicks (EP), D. Lajeunesse (EP)

Staff: K. Bryde, Senior Manager; M. Medland, Senior Financial Advisor; C. Hoglund, Manager, Program Services; N. Kerk-Hecker (Recorder)

EP – Electronic Participation

The meeting was called to order at 6:36 pm

1. APPROVAL OF THE AGENDA

MOVED by Commissioner Tait, SECONDED by Vice-Chair Bishop

That the agenda be approved with the amendment of:

- Item 5.2 to be presented at the beginning of the meeting before Item 3.

CARRIED

2. ADOPTION OF MINUTES

2.1. Minutes of the September 7, 2021 Sooke Electoral Area Parks and Recreation Commission

MOVED by Commissioner Hicks, SECONDED by Commissioner Tait

That the minutes of the Sooke Electoral Area Parks and Recreation Commission meeting of September 7, 2021 be adopted as circulated.

CARRIED

5. COMMISSION BUSINESS

5.2. 2022-2026 Budget Review and Approval Process

K. Bryde provided an overview of the report including a PowerPoint presentation on the 2022 budget.

Discussion ensued regarding:

- Capital Reserve Fund
- Facility Rental Revenue
- Requisition (2022 & 2023)
- Planned Capital Expenditures
- Maintenance budget
- Populations estimates
- COVID-19 effects on budgeting

- Asset profile listing of Tennis courts as part of SEAPARC, will be amended as part of Juan de Fuca and no longer part of SEAPARC.

MOVED by Commissioner Tait, SECONDED by Vice-Chair Bishop

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

**That the attached 2022-2026 Budget be approved as presented.
CARRIED**

3. CHAIR'S REMARKS

The Chair mentioned the COVID-19 Pandemic situation and its effect on the public.

4. PRESENTATIONS/DELEGATIONS:

There were no presentations or delegations.

5. COMMISSION BUSINESS

5.1. 2022 Service Planning – Recreation

K. Bryde provided an overview of the report.

Discussion ensued regarding:

- Emerging recreational trends
- COVID-19 Pandemic effects on recreation
- Recruitment of Aquatic Staff

**MOVED by Commissioner Tait, SECONDED by Commissioner Perkins,
The Sooke & Electoral Area Parks & Recreation Commission recommends the
Committee of the Whole recommend to the Capital Regional District Board:**

**That the *Appendix A, Community Need Summary – Recreation* be approved as
presented and form the basis of the 2022-2026 Financial Plan.
CARRIED**

Commissioner Little joined the meeting at 7:17 pm.

5.3. Programs and Services Update

K. Bryde provided an overview of the report.

Discussion ensued regarding:

- Throup Road construction
- Parking options
- Gym access (24HR)

**MOVED by Vice Chair Bishop, SECONDED by Commissioner Little,
That the Sooke and Electoral Area Parks and Recreation Commission receive this
report for information.
CARRIED**

6. NEW BUSINESS:

Business case to be conducted regarding feasibility of operating the gym as a 24 hours facility.

7. ADJOURNMENT

MOVED by Vice Chair Bishop, SECONDED by Commissioner Tait,

**That the October 5, 2021 meeting of the Sooke and Electoral Area Parks and Recreation Commission be adjourned at 7:38pm.
CARRIED**

CHAIR

CERTIFIED CORRECT:

RECORDER



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**REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, NOVEMBER 02, 2021**

SUBJECT Programs and Services COVID-19 Update

ISSUE SUMMARY

To provide the Commission with an update on SEAPARC programs and services.

BACKGROUND

Overall, the patrons are responding well to the proof of vaccination restrictions and continue to participate in the programs and services offered.

As of October 24, proof of vaccination (two doses) is required for select activities, until January 31, 2022, and is subject to extensions. Membership patrons can choose to provide consent to have their fully vaccinated status attached to their card as a self-serve option for quicker access. Staff have implemented plans to manage this service to ensure compliance and minimize impact on staff and patrons.

Masks for 5 years old and up are mandatory in indoor public places, and while in common areas including hallways, washrooms and change rooms. Masks are not required while participating in a physical activity.

The CRD will implement a vaccine mandate for all employees, volunteers and contractors effective December 13, 2021 to align corporate policy with the Provincial Health Officer orders to further protect staff and members of the public.

Aquatics

Pool hours and swim options increased in October. The current schedule will remain in effect for the remainder of the year while additional staff are recruited. Capacity limits will continue to increase, where possible. The pool is currently open 71.5 hours/week. Prior to the pandemic, the pool operated 96 hours/week.

Private rentals are now accepted, and school groups are booking swims, as well. A new addition to the schedule this season is late night Teen Swims, which are scheduled once per month throughout the fall and winter.

Community Recreation

Community recreation programs, including drop-in pickleball, art and pro-d camps, educational, sport and leadership programs, are now running. Most programs take place at SEAPARC, with some located at local schools. The Licensed Preschool program remains on hold due to staff recruitment challenges.

Fitness

Over 25 group fitness programs started in October. In addition, group weight room orientations and personal training sessions are running. The weight room is open 87 hours/week. Staff will continue to monitor use and respond to public interest for access, where applicable.

Arena

Capacity limits have been increased. There are currently 7.25 hours per week dedicated to public access, in addition to group lessons. Staff continue to adjust procedures for managing traffic flow in this area.

Golf Course

Staff are beginning to winterize the course in preparation for closure on November 15. Reception staff working on-site have been reduced to peak hours to ensure financial responsibility.

Thrup Road Connection Update

The District of Sooke and SEAPARC continue to discuss operational implications of the construction and options to minimize impacts to SEAPARC.

1.

Sport Box Update

The District of Sooke and SEAPARC continue to discuss construction status and operational implementation of the sport box.

Youth Member

Staff are working with EMCS to engage a new Youth Commission member for the current term.

IMPLICATIONS

Social Implications

The benefits of recreation are far reaching and are essential to a healthy community. Despite the reduction in services during the COVID-19 Pandemic, SEAPARC continues to provide and expand programs and activities that provide participants opportunities to be active within their community.

Financial Implications

The Provincial Health Order regulations and reduced facility availability impact service delivery. Fitness programs that were previously impacted were re-introduced in October. Staff shortages have impacted the ability to offer some services and programs. Staff continue to monitor and adapt services to ensure fiscal responsibility.

Service Delivery Implications

Staff continue to adjust service delivery to meet Provincial Health Order restrictions. As the health orders adjust, staff will adapt services accordingly to continue to provide a safe, quality experience.

CONCLUSION

Staff continue to modify services to ensure operations are working within the current health restrictions and changing regulations to offer core program services throughout the pandemic. Services continue to increase to meet the needs of the community, while operating safely.

RECOMMENDATION

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

Submitted by:	Collen Hoglund, Program Services Manager Kylah Bryde, Manager, SEAPARC Recreation Manager
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