



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

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

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Tuesday, January 4, 2022

6:30 PM

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

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

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 Acknowledgement**

**2. Election of the Chair**

**3. Election of the Vice-Chair**

**4. Approval of Agenda**

**5. Adoption of Minutes of December 7, 2021**

**5.1 Minutes of the December 7, 2021 Sooke and Electoral Area Parks and Recreation Commission**

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

**Attachments:** Minutes: December 7, 2021

**6. Report of the Chair**

**7. Youth Member Report**

**8. Presentations/Delegations**

**8.1 Commission Orientation**

**9. Commission Business**

**9.1 Programs Services, Administration and Operations Update**

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

**Attachments:** Staff Report: Programs Services, Administration and Operations Update

**9.2 2021 Financial Report - Verbal**

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

**10. New Business****11. Adjournment**

The next meeting is February 1, 2022

To ensure quorum, please advise Megan MacKeigan at [mmackeigan@crd.bc.ca](mailto:mmackeigan@crd.bc.ca) if you cannot attend.



## Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

### Meeting Minutes

#### Sooke and Electoral Area Parks and Recreation Commission

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Tuesday, December 7, 2021

6:30 PM

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

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#### Present in Board Room:

**Commissioners:** A. Beddows (Chair), D. Bishop (Vice-Chair), D. Little, L. Hodge

**Staff:** K. Bryde, Senior Manager; C. Hoglund, Manager, Program Services; Jim Govan, Facility Maintenance Supervisor; M. MacKeigan, Administrative Secretary (Recorder)

#### Present Electronically:

**Commissioners:** M. Tait, J. Perkins, M. Hicks

Chair Beddows called the meeting to order at 6:31 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Vice-Chair Bishop, **SECONDED** by Commissioner Little.

**CARRIED**

#### 3. ADOPTION OF MINUTES

Minutes of the November 2, 2021 Sooke and Electoral Area Parks and Recreation Commission

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,  
That the minutes of the Sooke Electoral Area Parks and Recreation Commission meeting of November 2, 2021 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

#### 5. PRESENTATIONS/DELEGATIONS

There were no presentation or delegations.

#### 6. YOUTH MEMBER REPORT

Commissioner Hodge brought forward three ideas to connect SEAPARC with the students of Edward Milne Community School (EMCS)

- Survey students at EMCS to gather feedback on the wants and needs of students in relation to SEAPARC.
- Promote EMCS led community events through posters at SEAPARC and the SEAPARC Facebook page.
- Promote SEAPARC lifeguard training opportunities at EMCS

**MOTION** to support the development of a student survey with staff's assistance.

**MOVED** by Commissioner Little, **SECONDED** by Vice-Chair Bishop

That Commissioner Hodge develop and conduct a student survey, with the support of staff.

**CARRIED**

## **7. COMMISSION BUSINESS**

**MOTION** to amend the approved agenda.

**MOVED** by Chair Beddows, **SECONDED** by Commissioner Perkins,

That the agenda be amended as follows:

New item 6.8 Correspondence – Sooke Fine Arts Society

New item 6.9 Island Health Vaccination Clinic

**CARRIED**

### **7.1. Programs and Services Update**

C. Hoglund provided an overview of the report. The commission discussed the following topics:

- Acknowledging the hard work of staff in continuing to offer programs and services to the community.
- The financial implications of cancelling the Licensed Preschool for the 2021/2022 School Year.

### **7.2. Enabling Accessibility Fund Report**

K. Bryde provided an overview of the report.

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Perkins,

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

**CARRIED**

### **7.3. 2022 Commission Meeting Schedule**

**MOVED** by Vice-Chair Bishop, **SECONDED** by Commissioner Little,

That the Sooke and Electoral Area Parks and Recreation Commission implement the 2022 Commission Meeting Schedule as presented.

**CARRIED**

### **7.4. Correspondence – Sooke Appointments**

**MOVED** by Vice-Chair Bishop, **SECONDED** by Commissioner Little,

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

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**CARRIED**

### **7.5. Juan de Fuca Electoral Area Appointments**

K. Bryde notified the commission of the current term for the Juan de Fuca Electoral Area appointment ends December 31, 2021.

### **7.6. Correspondence – Sunriver Estates and Rivers Edge Community Associations**

K. Bryde provided an overview of the report. The commission discussed the following topics:

- Letters received without a name should not be considered.
- Staff are working hard to adapt and offer services throughout the pandemic limitations.

**MOTION** to leave it up to staff to determine when correspondence is brought to the commission.

**MOVED** by Chair Beddows, **SECONDED** by Commissioner Little,  
That the Sooke and Electoral Area Parks and Recreation Commission allow staff to determine when correspondence is brought forward to the commission.

**CARRIED**

### **7.8. Correspondence – Sooke Fine Arts Society**

K. Bryde provided an overview of the letter, informing SEAPARC of the return of the Sooke Fine Arts Show for 2022.

### **7.9. Pool Chlorination System Replacement**

K. Bryde provided an overview of the report. J. Govan provided additional technical details of the pool chlorination system. The commission discussed the following topics:

- Pool safety for staff and patrons with continuing manual monitoring and adjustments of pool chemicals.
- Communication of the continued closure of the hot tub to the patrons.
- The replacement of an aging system, repair it once, correctly.
- To include the purchase of a backup power cell
- The installation of a backup generator for the pool control centre in the future.

**MOTION** That the five year capital plan be amended to reallocate the unspent balance from the Fitness and Gym Expansion Project, combined with project number 22-04; Pool Lectranator System in the 2022 capital budget, in order to replace the complete pool chlorination system of \$215,000.00.

AND FURTHER TO THAT, to include the purchase of an additional backup power supply in the amount of \$15,000.00 from the capital reserve fund and amend the five year capital budget plan by \$15,000.00 to a total amount of \$230,000.00.

**MOVED** by Commissioner Little, **SECONDED** by Vice-Chair Bishop,  
That the Sooke and Electoral Area Parks and Recreation Commission approve \$230,000 to complete a comprehensive repair of the Pool Chlorination System and a backup power cell.

**CARRIED**

**7.10. Island Health Vaccination Clinic**

K. Bryde provided a verbal report, Island Health is requesting the use of the multipurpose room for a Vaccination Clinic for the period of January to May 2022. The commission discussed the following topics:

- The initial agreement in 2021, for the period of March to September, occurred under the Emergency Order and indoor fitness classes were not permitted as per the Provincial Health Order.
- Community programming is increasing at this time.
- Rental rates for the multipurpose room to be considered: fees and charges room rate, reimbursement for rental of community space, or another rate to be determined.

**MOTION** for staff to negotiate a fee and charges rate for the use of the facility for a vaccination clinic and report back to the Chair, the chair will update all commissioners.

**MOVED** by Chair Beddows, **SECONDED** by Commissioner Hicks,  
That the Sooke and Electoral Area Parks and Recreation Commission recommend staff negotiate a fees and charges with Island Health and report back to the Chair.

**CARRIED**

**7. NEW BUSINESS:**

7.1. Planning Workshop for 2022

K. Bryde discussed offering a planning working shop in early 2022, reviewing the 2015 Strategic Plan, accomplishments and allocations for the upcoming years, and seeking informal feedback on capital projects and budget for 2023.

**8. ADJOURNMENT**

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

That the December 7, 2021 meeting of the Sooke and Electoral Area Parks and Recreation Commission be adjourned at 8:16pm.

**CARRIED**

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CHAIR

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RECORDER



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## REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 04, 2022

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**SUBJECT** Programs Services, Administration and Operations Update

### **ISSUE SUMMARY**

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

### **BACKGROUND**

#### **PROGRAM SERVICES**

Overall, the community has responded favorably to the programs currently being offered in the January to June Active Living Guide that was released in December. Patrons are appreciative of the steps taken to support a safe and healthy environment for the staff and public. Prior to the Provincial Health Orders issued December 22, there was increased demand on services including the pool, weight room and public skates. Due to the recent health orders issued, service levels are reduced to comply with the restrictions that are in effect until January 18, 2022.

SEAPARC will apply for a BC Recreation and Parks Association grant to support Family Day activities, if the grant is made available for 2022.

#### **Community Recreation and Arena Programs**

Core programs have been adapted including pro-development days and winter break camps and arena programs to ensure safety protocols are met. Public skate sessions are consistently at the maximum capacity.

Family Day is taking place Monday, February 21. SEAPARC will be open reduced hours for the pool, weight room and ice user groups.

#### **Weight Room and Fitness Programs**

The weight room and fitness programs have been cancelled as per the December 22 Provincial Health Order that is in effect until January 18. When able to resume operations, the weight room will be open 7 days a week with extended hours on the weekends.

#### **Aquatics**

The pool is consistently operating at the set maximum limited capacity for most swim sessions. Winter swim lesson registration has received a good response, with many classes meeting and exceeding minimum registration numbers thus far. Staff are reviewing the process for swim lesson registration to improve timelines and provide parents with more advanced notice of what classes to register for. Changes will be implemented for summer program registration. Morning Aqua Fit classes are consistently well attended.

## **ADMINISTRATION**

### **Golf Course**

The golf course is currently in seasonal closure. SEAPARC golf service levels will be reviewed for 2022. If schedule or fee changes are recommended, they will be presented to the Commission for consideration. The golf course was well received in 2021 with approximately 6795 golfers and 164 memberships sold.

### **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.

### **Sport Box**

SEAPARC staff are currently working on operational plans to prepare for a spring 2022 opening.

## **OPERATIONS**

### **VIHA Vaccination Clinic**

The vaccination clinic will occupy the multipurpose rooms from January 2 until May 31, 2022 with an expected opening date for the public of January 17 at SEAPARC.

### **Maintenance**

A consultant was engaged to review and ensure the adequate specifications for the pool chlorination system prior to sourcing. In preparation of the new system, the electrical upgrades will be completed during the procurement process to expedite installation.

## **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 adapt programs and activities that provide participants opportunities to be active within their community.

### *Financial Implications*

The Provincial Health Order regulations that pose partial facility closures and attendance limitations for programs and activities continues to have potential impact(s) on projected financials. Staff shortages have also 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 change, staff adapt services accordingly to continue providing a safe, quality experience.



**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:	Kylah Bryde, Manager, SEAPARC Colleen Høglund, Program Services Manager
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