



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

Tuesday, March 1, 2022

6:30 PM

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

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

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. Approval of Agenda

3. Adoption of Minutes of February 1, 2022

3.1 Minutes of the February 1, 2022 Sooke and Electoral Area Parks and Recreation Commission

Recommendation: That the minutes of the Sooke and Electoral Area Parks and Recreation Commission of February 1, 2022 be adopted as circulated.

Attachments: Minutes: February 1, 2022

4. Report of the Chair

5. Youth Member Report

6. Presentations/Delegations

6.1. Sooke Fine Arts Society

7. Commission Business

7.1 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

7.2 Maintenance and Repairs Items

Recommendation: That the facility maintenance and repairs be completed using \$20,000 in funds from the SEAPARC Project 16-02 Building Assessment and Repairs in the 2022 Capital Budget.

Attachments: Staff Report: Maintenance and Repairs Items

8. New Business**9. Adjournment**

The next meeting is April 5, 2022

To ensure quorum, please advise Megan MacKeigan at 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

Tuesday, February 1, 2022

6:30 PM

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

Present in Board Room:

Commissioners: A. Beddows (Chair), D. Bishop (Vice-Chair), L. Hodge, J. Perkins,
Staff: K. Bryde, Senior Manager; C. Hoggund, Manager, Program Services;
M. MacKeigan, Administrative Secretary (Recorder)

Present Electronically:

Commissioners: M. Hicks, D. Little, M. Tait
Alternate: D. Lajeunesse

Chair Beddows called the meeting to order at 6:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Hicks, **SECONDED** by Commissioner Little.

CARRIED

3. ADOPTION OF MINUTES

Minutes of the January 4, 2022 Sooke and Electoral Area Parks and Recreation Commission.

MOVED by Commissioner Tait, **SECONDED** by Commissioner Little,
That the minutes of the Sooke and Electoral Area Parks and Recreation Commission meeting of January 4, 2022 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

5. YOUTH MEMBER REPORT

Commissioner Hodge provided an update on three methods to connect SEAPARC with the students of Edward Milne Community School (EMCS)

- Survey Update: online option via Google Forms is available and promoted through the school newsletter and newspaper, in person surveys with Commissioner Hodge will take place over the next month.
- The promotion of the SEAPARC Lifeguarding programs are in progress.

6. PRESENTATIONS/DELEGATIONS

7. COMMISSION BUSINESS

7.1. Programs Services, Administration and Operations Update

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

- Weight room reopened with advanced reservation, limited weight room attendant hours and support provided by reception.
- Sport Box progress is delayed due to the weather requirements for pouring the slab, additional site prep work is being completed by the District of Sooke and SEAPARC staff are progressing with plans for operating the facility.
- Pool spray features were tuned off in the initial phase of Covid-19 restrictions in 2020 but are currently operational and can be turned on by request to a lifeguard.

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

CARRIED

8. NEW BUSINESS:

8.1. Facility Exterior Wood Finish

The commission discussed issues with the wood work on the facility expansion looking weathered. K. Bryde to investigate and report back to commission.

8.2. Arena Visitor Dressing Rooms

The commission discussed issues with the arena dressing room shower temperature, drainage and coat hooks. Proposed the installation of overhead shelving similar to the Home Room dressing rooms. K. Bryde to investigate and report back to commission.

8.1. Community Member Recognition

Commissioner Hicks thanked staff for recognizing the passing of a young community member who played hockey for many years at SEAPARC with a message on the SEAPARC digital road sign.

9. ADJOURNMENT:

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Tait,

That the February 1, 2022 meeting of the Sooke and Electoral Area Parks and Recreation Commission be adjourned at 6:56pm.

CARRIED

CHAIR

RECORDER



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**REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, MARCH 01, 2022**

SUBJECT Programs Services, Administration and Operations Update

ISSUE SUMMARY

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

BACKGROUND

PROGRAM SERVICES

The provincial health order was updated on February 17, 2022 to remove capacity limits for weight rooms, fitness classes, arena and indoor spectators.

SD62 reinstated user group access to the schools.

On Family Day, SEAPARC offered two free public skates, two public swims, and the weight room was open 12:00-6:00pm. Overall attendance was good with 180 swimmers, 136 skaters and approximately 30 weight room attendees. A \$1,000 BC Provincial Government Family Day Grant was received to support the free family skate activities.

Community Recreation and Arena Programs

Programs that were previously on hold due to not having school access are starting up again. Staff are evaluating program offerings, with the goal to increase selections in the summer and fall.

Weight Room and Fitness Programs

The weight room and fitness programs are operating as scheduled, with additional programs being added to ensure a full complement of classes to suit a wide range of interests and abilities.

Aquatics

Capacity limits remain in effect for the swimming pool. This is to consistently ensure adequate staff to patron ratios, and is not a result of COVID restrictions. The capacity limits are meeting the overall current demand for use. The schedule and attendance numbers are regularly evaluated and adjusted wherever possible.

Staff are developing a sponsorship plan to encourage high school students to attend the next National Lifeguard course. They can apply to attend the training, and if they successfully complete the course, they will be guaranteed an employment interview. This will be done on a trial basis in 2022.

ADMINISTRATION

Golf Course

The golf course is anticipated to open March 17, 2022, with the favourable weather pending. The groundskeeper will start work two weeks prior to prepare the grounds. An overview of the golf

course fees and charges was completed and there are no revisions suggested for the coming year. The course has the ability to accommodate an increase to the number of users rather than increasing fees to meet the goals of the service delivery plan.

Bike Park

The bike park jumps are currently closed for seasonal repair and maintenance and will reopen in March when maintenance is complete and weather permits.

Sport Box

SEAPARC staff are currently working on operational plans to prepare for a spring 2022 opening. The District of Sooke will provide notification of the anticipated date that the concrete slab will be poured.

OPERATIONS

VIHA Vaccination Clinic

The vaccination clinic is operating in the multi-purpose rooms. The clinic is open 11:30am-6:10pm, Tuesday to Saturday.

Pool Chlorination System

The Pool Chlorination Plant Replacement, (RFQ) was released February 4, 2022, and a non-mandatory site visit held on February 14 with interested contractors as well as representatives from CRD Facilities & Engineering Services, and AME Group consultants. An addendum was issued February 22, 2022 that will extend the submission date to the March 1, 2022.

Ice Rink

The ice plant will be turned off and the ice removed the week of March 21. Dry floor programming will commence March 28, 2022.

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, changing regulations and facility availability.

RECOMMENDATION

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

Submitted by:	Colleen Hoglund, Program Services Manager
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REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MARCH 01, 2022

SUBJECT **Maintenance and Repairs Items**

ISSUE SUMMARY

To provide the Commission with an update on SEAPARC maintenance items recently addressed.

BACKGROUND

At the February 1, 2022 Commission meeting, the following maintenance items were brought forward, with a request for an update to be provided at the next meeting.

Facility Exterior Wood Finish

The commission discussed issues with the wood work on the facility expansion looking weathered. K. Bryde to investigate and report back to commission.

Arena Visitor Dressing Rooms

The commission discussed issues with the arena dressing room shower temperature, drainage and coat hooks. Proposed the installation of overhead shelving similar to the Home Room dressing rooms. K. Bryde to investigate and report back to commission.

MAINTENANCE/ REPAIRS

Facility Exterior Wood Finish

The background information collected regarding the exterior wood finish is that the wood was exposed to the elements during construction, and when the water repellent sealant was applied, the wood had already experienced damage. In addition, a less toxic sealant was substituted that may not be standing up to the intended expectations.

In the spring of 2021, cladding was added to the wood ends to prevent water damage as the warranty item, as an additional recommended measure. The weathering is visible to the areas that are directly exposed to the elements. The options to remediate the issue include replacement of the boards, repair the external damage or stain the wood to cover the imperfections.

The most practicable option is to apply a coloured stain and semi-transparent sealant to all wood surfaces on the facility including the cover above the entrance, bike shelter, the wall along the weight room, and underneath the overhang along the weight room. This will cover the imperfections and provide a consistent colour throughout.

The approximate cost is \$4,000.00 plus GST.

Arena Visitor Dressing Rooms

Shower Temperature

Staff reviewed the current hot water system with a plumber who recommends installing a

recirculation line and pump, and insulating and isolating lines to improve the hot water system. While this will improve the system, it is not a failsafe method due to the demand on the hot water system from the ice re-surfacer at times.

The remediation work mentioned above would improve the current hot water system at an approximate cost of \$5,000.00 plus GST.

The 2023 capital budget includes designated funds to replace the hot water tank blanket that may also increase efficiency.

Dressing Room Shelving

To construct shelving units in the two visitor dressing rooms that are very similar to the existing units in the home dressing rooms, is approximately \$8,800.00 plus GST.

An additional shelving unit is recommended in the two washroom area(s) of the dressing rooms to provide a dry space to store personal bags when the shower is in use. This is an additional cost of \$2,200.00 plus GST.

The total cost for the requested work in two dressing rooms and two washroom areas is \$11,000 plus GST.

ALTERNATIVES

Alternative 1:

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

That the facility maintenance and repairs be completed using \$20,000 in funds from the SEAPARC Project 16-02 Building Assessment and Repairs in the 2022 Capital Budget.

Alternative 2:

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

IMPLICATIONS

Financial Implications

The 2022 Capital Project 16-02, Building Assessment and Repairs consists of \$120,000 that is allocated for items that require maintenance and/or repairs to the building envelope integrity, aesthetic appearance, repairs and painting.

Service Delivery

By addressing the appearance of the building and making improvements to items that user groups have expressed are essential, supports the desired level of service delivery, shows commitment to the facility and improves the public's perception of the facility.

CONCLUSION

Consistent minor facility remediation work will improve the overall aesthetic, enhance customer service levels, and improves the overall building envelope renewal.

RECOMMENDATION

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

That the facility maintenance and repairs be completed using \$20,000 in funds from the SEAPARC Project 16-02 Building Assessment and Repairs in the 2022 Capital Budget.

Submitted by:	Colleen Hogg, Program Services Manager
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