



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

---

Tuesday, May 3, 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 April 5, 2022**

### 3.1 Minutes of the April 5, 2022 Sooke and Electoral Area Parks and Recreation Commission

**Recommendation:** That the minutes of the Sooke and Electoral Area Parks and Recreation Commission of April 5, 2022 be adopted as circulated.

**Attachments:** Minutes: April 5, 2022

4. **Report of the Chair**
5. **Youth Member Report**
6. **Presentations/Delegations**

### 6.1 Laura Hooper, District of Sooke, Manager of Parks and Environmental Services

## 7. **Commission Business**

### 7.1 Asset Management Planning Program: Union of British Columbia Municipalities 2022 Grant Application

**Recommendation:** That the SEAPARC recommends to the Capital Regional Board: That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Asset Management Planning Program for 2022 and direct staff to provide overall grant management.

### 7.2 Programs Services, Administration and Operations Update

**Recommendation:** There is no recommendation. This report is for information only.

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

---

### 7.3 First Quarter Financial Update – Verbal Report

**Recommendation:** There is no recommendation. This report is for information only.

### 7.4 Pool Chlorination Project Update – Verbal Report

**Recommendation:** There is no recommendation. This report is for information only.

## 8. New Business

## 9. Adjournment

The next meeting is June 7, 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

---

Tuesday, April 5, 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, D. Little, J. Perkins  
**Staff:** M. Alsdorf, Manager; C. Hogleund, Manager, Program Services; M. MacKeigan, Administrative Secretary (Recorder)

#### Present Electronically:

**Commissioners:** M. Tait

**Absent:** M. Hicks

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

#### 1. TERRITORIAL ACKNOWLEDGEMENT

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Little.  
That the agenda be amended as follows:

**CARRIED**

#### 3. ADOPTION OF MINUTES

Minutes of the March 1, 2022 Sooke and Electoral Area Parks and Recreation Commission.

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Perkins,  
That the minutes of the Sooke and Electoral Area Parks and Recreation Commission  
meeting of March 1, 2022 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

With the recent updates in the Provincial Health Order, things are moving so quickly. It is a pleasure to be meeting in person and with requiring masks. Those who may like to wear a mask may do so. The Commission received an inquiry on the development of a Jr B Hockey Team in Sooke. The Chair referred the inquiry to the SEAPARC Manager for preliminary discussions.

## 5. YOUTH MEMBER REPORT

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

- The promotion of school theatre productions at SEAPARC is completed.

## 6. COMMISSION BUSINESS

### 6.1. 2021 Operating Surplus

M. Alsdorf provided a verbal report on the 2021 operating surplus, in the amount of \$177,062, for the Capital Reserve Fund.

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

**CARRIED**

### 6.2. Weight Room Celebration

C. Hoglund provided a verbal report on the weight room celebration, proposing to hold an event in the early afternoon of Friday, May 27 or Saturday, May 28. The event would include speeches/acknowledgements followed by an open house with fitness instructors and personal trainers, healthy refreshments, and giveaways including admission passes and a membership pass.

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Little,  
That the Sooke and Electoral Area Parks and Recreation Commission direct staff to plan an opening event on Saturday, May 28.

**CARRIED**

### 6.3. LIFE Policy Update

C. Hoglund provided an overview of the report.

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Little,  
That the Sooke and Electoral Area Parks and Recreation Commission approve the revision of policy R-100.1 LIFE (Leisure Involvement for Everyone) Program.

**CARRIED**

### 6.4. Programs Services, Administration and Operations Update

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- Grade 2 Swim Lessons for all Sooke elementary schools and the opportunity to provide this service next school year.
- Progress on the Sports Box and site security once the pour is completed and prior to project completion.

- Future development of the Sport Box lands and other recreational opportunities with the District of Sooke. Forward an invitation to Laura Hooper, Manager of Parks and Environmental Services, to attend the May meeting.
- Staffing levels to meet the increased demands on programs and services.

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

**CARRIED**

## 6.5. Fees & Charges

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- The ATM is out of service
- The introduction of a rental fee for youth games on Stan Jones Field

**MOTION** to amend the fees and charges by removing the fee SEAPARC Stan Jones Field per Game Youth.

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Bishop, that the fee SEAPARC Stan Jones Field per Game Youth be removed from the Fees & Charges

**MOVED** by Commissioner Little, **SECONDED** by Commissioner Bishop,  
That the Sooke and Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board that the proposed fees and charges, as amended, be approved for inclusion in the 2022/2023 Fees and Charges Bylaw for SEAPARC Services.

**CARRIED**

## 7. NEW BUSINESS:

### 7.1. Junior B Hockey Team

M. Alsdorf provided a summary of preliminary discussions with an individual seeking information on ice availability and rental fees for a Junior B Hockey Team in Sooke. The commission discussed the current ice allocation and availability of ice for current user groups.

### 7.2. Future Projects

M. Alsdorf provided a summary of the 2015 Strategic Plan review scheduled for the new year and the Facility Condition Assessment Plan which will help guide the long term Capital Budget Plan. The commission discussed the condition of the pool structure, and temporary rink board dividers.

## 8. ADJOURNMENT:

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Little,

That the April 5, 2022 meeting of the Sooke and Electoral Area Parks and Recreation Commission be adjourned at 7:30pm.

**CARRIED**

---

CHAIR

---

RECORDER



Making a difference...together

## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MAY 03, 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 Summer Activity Guide was published in April. Registration for summer camps, fitness and recreation programs opened April 13. Swim lesson registration will open on separate days including June 13 and August 2.

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

Spring programs are underway. Floor Hockey, Outdoor Soccer, Taekwondo and select drop-in dry floor programs are running for children and families May to June. The Annual Garage Sale event was held April 30. Golf clinics for ages 8 and up are being offered throughout the spring and summer. There has been a strong response to summer camp registration, with over 460 spots filled thus far.

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

With restrictions easing, general weight room and fitness class attendance has steadily increased overall. Youth are consistently registering for weight room orientations and regularly accessing the facility.

The Weight Room and Fitness Studio Open House is scheduled for Saturday, May 28 11:00-12:30pm.

#### **Aquatics**

Swim lesson and aquatic program attendance overall has been steady. Staff opened additional lessons in the spring to accommodate some of the wait-listed participants.

Applications for the student National Lifeguard Program, sponsored by the Rotary Club of Sooke, are now available. The deadline to apply is June 8, 2022.

### **ADMINISTRATION**

#### **Golf Course**

The Golf course is operating as regularly scheduled, seven days per week. Hours of operation will increase slightly in the spring and summer when sunset takes place later in the day.

#### **Bike Park**

Upgrades have been completed to ensure the safety and enjoyment of this outdoor amenity. The Bike Park is now open for the season.

**Sport Box**

The concrete slab has been poured. SEAPARC staff are currently working on operational plans to prepare for a spring 2022 opening. Limited summer drop-in programs will be offered in 2022. Information will be shared with local organizations regarding booking procedures. Promotional information about the sport box will be widely distributed in the community over the course of the spring and summer. A grand opening event will take place late June.

**OPERATIONS**

**VIHA Vaccination Clinic**

The vaccination clinic lease terminates on May 16.

**IMPLICATIONS**

*Social Implications*

The benefits of recreation are far reaching and are essential to a healthy community. SEAPARC continues to provide and adapt programs and activities that provide participants opportunities to be active within their community with a gradual return to normal operations.

*Financial Implications*

As Provincial Health Order regulations are gradually lifted and more facility space is available, staff will continue to monitor and adapt services to ensure fiscal responsibility and move towards normal financial outcomes.

*Service Delivery Implications*

SEAPARC operations have returned to regular drop-in access and pool hours have expanded for spring.

**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:	Melanie Alsdorf, Acting SEAPARC Manager Colleen Hognlund, Program Services Manager
---------------	---





Making a difference...together

## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MAY 03, 2022

---

**SUBJECT** Asset Management Planning Program: Union of British Columbia Municipalities – 2022 Grant Application

### **ISSUE SUMMARY**

To seek Capital Regional District Board support for a grant through the Union of British Columbia Municipalities (UBCM) for a facility/asset condition assessment for SEAPARC Leisure Complex.

### **BACKGROUND**

As part of the 2015 SEAPARC strategic plan, it was noted that to protect and extend the service life of buildings and grounds, asset management is a key priority. Funds have been allocated in the 2022 capital plan to complete a facility/asset condition assessment to support development of a long-term capital plan.

UBCM provides funding for a range of community-based projects, including asset management planning. A 2022 grant opportunity is available to support asset management planning activities to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory service levels to community users.

The UBCM grant can provide up to 50% of total project costs to a maximum of \$25,000. The budget for the project is \$20,000 and will fund a consultant to review and assess the structure, building envelope, fire protection equipment, mechanical systems, plumbing systems and electrical systems for the SEAPARC Leisure Complex. The completed report will provide a description of each component, current condition, and estimated remaining lifespan.

### **ALTERNATIVES**

#### *Alternative 1*

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

1. That an application to the Union of British Columbia Municipalities Asset Management Planning Program for 2022 be supported; and
2. That staff be directed to provide overall grant management.

#### *Alternative 2*

That staff be directed to withdraw the 2022 grant application to the Union of British Columbia Municipalities Asset Management Planning Program.

**IMPLICATIONS**

*Financial Implications*

If successful, the asset management planning grant funding would help offset the costs of the facility/asset condition assessment, reducing the capital reserve funding required to complete the project.

*Service Delivery Implications*

Asset management is an integrated process bringing together planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks, and provide satisfactory levels of service to community users in a socially, environmentally and economically sustainable manner.

**CONCLUSION**

The Capital Regional District (CRD) and SEAPARC provide recreational programming and operate the SEAPARC Leisure Complex. The UBCM grant program is an opportunity to reduce the capital funds required for a facility/condition assessment that is planned for 2022.

**RECOMMENDATION**

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

1. That an application to the Union of British Columbia Municipalities Asset Management Planning Program for 2022 be supported; and
2. That staff be directed to provide overall grant management.

Submitted by:	Melanie Alsdorf, Acting SEAPARC Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer