



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, February 07, 2023

6:30 PM

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

A. Beddows (Chair), D. Bishop (Vice Chair), D. Little, J. Perkins, M. Tait, A. Wickheim

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

- 3.1. Minutes from the January 3, 2023 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of January 3, 2023 be adopted as circulated.

Attachments: Minutes: January 3, 2023

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

- 7.1. 2022 Annual Programs and Services Report

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

Attachments: Staff Report: 2022 Annual Programs and Services Report
Appendix A: Annual Programs and Services Report 2022

- 7.2. Outdoor Facility Use Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the adoption of Policy No. A-100.02 Outdoor Facility Use.

Attachments: Staff Report: Outdoor Facility Use Policy
Appendix A: Policy No. A-100.02 Outdoor Facility Use

7.3. LIFE Program Policy Revision

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. R-100.01 LIFE Program.

Attachments: Staff Report: LIFE Program Policy Revision
Appendix A: Policy No. R-100.01

8. Correspondence

9. Notice(s) of Motion

10. New Business

11. Adjournment

12. Next Meeting: March 7, 2023



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, January 03, 2023

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), J. Bateman, D. Little, J. Perkins, A. Wickheim

Staff: M. Alsdorf, Manager; S. Mason, Administrative Services Coordinator; J. Govan, Facilities Operations Supervisor; M. MacKeigan, Administrative Secretary (Recorder)

Public: 1

M. Alsdorf called the meeting to order at 6:59 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. ELECTION OF THE CHAIR

The Chair called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2023. Commissioner Beddows was nominated and accepted his nomination. The Chair called two times for further nominations and, as there was none, Commissioner Beddows was declared Chair by acclamation.

3. ELECTION OF THE VICE CHAIR

The Chair called for nominations for the position of Vice-Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2023. Commissioner Bishop was nominated and accepted his nomination. The Chair called two times for further nominations and, as there was none, Commissioner Bishop was declared Vice Chair by acclamation.

4. APPROVAL OF THE AGENDA

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

CARRIED

5. ADOPTION OF MINUTES

Minutes of the September 6, 2022 Sooke & Electoral Area Parks and Recreation Commission.

MOVED by Commissioner Little, **SECONDED** by Commissioner Bishop,
That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of September 6, 2022 be adopted as circulated.

CARRIED**6. CHAIR'S REMARKS**

Excited for another term on the commission, with the expanding growth of the community, and the dedication of the commission members.

7. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

8. COMMISSION BUSINESS**8.1. 2023 Commission Meeting Schedule**

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

- Meeting every month, no breaks for the summer or December.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Perkins.

That the Sooke & Electoral Area Parks and Recreation Commission approve the 2023 Commission Meeting Schedule as presented.

CARRIED**8.2. Operating Surplus**

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

- Status of the current loan for the purchase of DeMamiel Creek Golf Course.
- Impact on tax requisitions when loans are paid in full.

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

That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of 50% of the 2022 operating surplus to the capital reserve and 50% to the equipment replacement fund.

CARRIED**8.3. Capital Project Update – Arena Chiller**

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

- Chiller requirements when the arena floor is replaced.
- Impact on user groups during installation.
- Informing regular user groups of emergency procedures for an ammonia leak.

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

9. CORRESPONDENCE:

9.1. Washington Kids Foundation

M. Alsdorf reviewed the letter provided. The commission discussed the following topics:

- Potential impact on the facility.
- SD62 Joint Use Agreement.

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

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to enter into an agreement with the Washington Kids Foundation, providing admission to the pool and weight room at no cost to the end of the school year, for local students. The agreement can be terminated at the discretion of the SEAPARC Manager.

10. NOTICE(S) of MOTION:

There were no notices of motion.

11. NEW BUSINESS:

The commission discussed the following:

- AED locations at SEAPARC.

12. ADJOURNMENT:

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

That the January 3, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:31pm.

CHAIR

RECORDER



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REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, FEBRUARY 07, 2023

SUBJECT 2022 Annual Programs and Services Report

ISSUE SUMMARY

To provide an overview of 2022 programs and services.

BACKGROUND

During the first quarter of 2022, SEAPARC programs and services were operating under various COVID restrictions. Restrictions were generally lifted in April. Since that time the focus has been on returning programs to normal service levels and expanding where possible, while working within some staffing constraints.

Marketing highlights:

- Produced 3 Online Active Living Guides. The guide is no longer available in print format
- Weekly ads in the Sooke News Mirror resumed in 2022
- 235 January \$15 Fit Pass purchased in 2022. 124 Fit Passes were purchased in 2019
- Over 2200 followers on Facebook and various levels of reach and engagement on key posts
- Digital Road Sign is well utilized for SEAPARC and community event promotions

Special Events:

- A free Family Day Skate was held February 21 with 136 people in attendance. This event was sponsored in part by the BC Family Day Grant. Limited space was available due to COVID restrictions in place at the time
- Sport Box Grand Opening was held June 26 with over 150 people in attendance including BC Premier John Horgan along with SEAPARC Commission, District of Sooke, and JDF Electoral Area officials
- Festival of Trees opened with a Christmas Kick-off event on November 22 with approximately 300 people in attendance. The evening included hot dogs and hot chocolate, sponsored by the Sooke Lions Club, a children's Christmas gift market, crafts, and a visit from Santa. 24 sponsored trees were on display November 22-December 28
- Skate with Santa event was held December 18 with over 100 people in attendance

Appendix A provides a brief summary of January to December for 2022, in comparison to 2019.

IMPLICATIONS

Social Implications

Recreation participation offers positive social, emotional, and physical benefits for people of all ages, and these services are essential to a healthy community. SEAPARC continues to provide and adapt programs and activities, providing participants opportunities to be active within their community.

Financial Implications

Staff continue to monitor and adapt services to ensure fiscal responsibility.

Service Delivery Implication

Through 2022, staff focused on returning programs and activities to a similar and expanded level of service in comparison to 2019 and prior to the start of the COVID-19 pandemic.

CONCLUSION

SEAPARC continues to monitor and adjust operations in response to community needs and demand.

RECOMMENDATION

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

Submitted by:	Colleen Hogg, Program Services Manager, SEAPARC
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ATTACHMENT(S)

Appendix A: Annual Programs and Services Report 2022

SEAPARC LEISURE COMPLEX

Annual Programs and Services Report 2022

Appendix A

Aquatic Programs

Early Years & School Age

- Water Playland, a parent and tot program, was introduced in the fall, with over 50 parents and toddlers participating.
- Red Cross Babysitters program was offered with 61 participants, compared to 44 in 2019
- Reinstated a youth recreation synchronized swim program, with 30 participants in the fall
- Sharks Swim Program was revamped with 80 participants through the year

Adult

- Drop-in Swim Fit had approximately 10-15 participants weekly
- Morning Aqua Fitness had approximately 25-30 participants daily, additional evening classes were added

Group and Private Swim lessons

- Swim lesson participation increased in 2022 with 1,274 participants in comparison to 1,062 in 2019. Lessons were not offered in August 2022.
- Private Swim Lessons will resume in 2023

Advanced Aquatics

- 13 advanced aquatic courses were offered in 2022, including Bronze Star, Bronze Medallion, Bronze Cross, National Lifeguard, NL recertification, Water Safety Instructor and WSI recertification, in comparison to 9 in 2019
- The Rotary Club of Sooke sponsored 12 National Lifeguard registrations. 6 were completed in 2022 and an additional 6 will be completed in 2023
- The Sooke Lions Club sponsored 12 registrations in the Water Safety Instructor course

Community Recreation Programs

Arena

- Program revenue increased by approximately 9% (\$31,482 in 2019 to \$34,294 in 2022).
- The Friday Youth Skates had approximately 15-27 youth weekly
- The Tuesday evening Everyone Welcome Skates had approximately 100-165 participants weekly in the fall of 2022
- 6 public drop-in skate sessions were offered per week during the ice season

Early Years (Birth to 5 Years)

- Early Years program offerings was limited in 2022. Revenue decreased approximately 65% (\$24,232 in 2019 to \$8778 in 2022)
- The drop-in Kindergym program was reinstated in the fall of 2022
- A new early year's music program was introduced in 2022 with 24 participants through the fall
- Birthday Party packages were reinstated

SEAPARC LEISURE COMPLEX

Annual Programs and Services Report 2022

Appendix A

Licensed Preschool

- Licensed Preschool was not offered January-June
- 2 morning classes were reinstated in September 2022 with 18 of 28 spots filled

School Age (5-18 Years)

- Program revenue decreased approximately 2.2% (\$156,209 in 2019 to \$152,799 in 2022). This includes revenue from camps and all other school age programs.
- Limited program space was available in the first quarter of 2022 due to the COVID restrictions, and the Island Health Vaccine Clinic's use of SEAPARC's multi-purpose room. In addition, various contract instructors were not able to offer their services during the Pandemic
- The Boys Unplugged, For the Girls, and Kids Night Out programs were reinstated in the fall
- Birthday party packages were reinstated

Summer Camps

- Camp revenue decreased approximately 30% (\$94,501 in 2019 to \$67,591 in 2022)
- Fewer camp options were available in 2022 due to uncertainty of potential programming restrictions
- Summer camps did not offer field trips due to uncertainty of potential programming restrictions

Adult (19+ Years)

- Drop-in Pickleball is offered 2 nights per week, with approximately 20-36 participants per night
- 4 adult group golf clinics offered through the season
- 1 adult golf tournament was organized, with 32 participants

Fitness Programs

Adult

- Adult Fitness programs shifted from the Community Recreation department in 2020 to a combined Fitness and Aquatic Department, in line with the expansion project
- The number of registered and drop-in fitness classes offered increased approximately 35% (67 in 2019 to 91 in 2022)
- There were 24,386 visits to the Weight Room in 2022. This number represents pass scans and drop-in visits
- 139 Youth Weight Room Orientations were completed
- 182 Personal Training sessions completed

SEAPARC LEISURE COMPLEX

Annual Programs and Services Report 2022

Appendix A

DeMamiel Creek Golf Course

The Golf Course was open 242 days in 2022. The season started slow due to inclement weather.

- Pass sales increased from 363 purchased in 2019 to 519 purchased in 2022
- Pass sales and green fees remained relatively unchanged between 2021 and 2022, with green fee revenue decreasing approximately 1.3% (\$101,925 in 2021 to \$100,573 in 2022)

General Information

Membership sales increased by 120% with \$297,368 in membership revenue in 2022, compared to \$134,341 in 2019. Membership scans to access the facility increased by 59% with 61,798 in 2022 compared to 38,801 in 2019.

The first quarter of the year, programs were operating under COVID restrictions, impacting operations. Restrictions were gradually lifted beginning in April. Staff focused on returning services to normal throughout the year, including increasing hours of operation.

The Sooke Lions Club and the Rotary Club of Sooke both sponsored Advanced Aquatic Courses in 2022, removing the financial barriers to participation, some of whom have since become employees. This supported on going staff recruitment efforts and SEAPARC's ability to increase operations.

The Pacific Coast Swim Club took over the Sooke community program late fall of 2021 and are now utilizing pool space 4 times per week.



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REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, FEBRUARY 07, 2023

SUBJECT Outdoor Facility Use Policy

ISSUE SUMMARY

SEAPARC manages all activities and uses within the SEAPARC property including DeMamiel Creek Golf Course, Sooke Bike Park, Sooke Skate Park, and Sooke Sport Box. The purpose of introducing an outdoor facility use policy is to control and manage access of those facilities to minimize scheduling conflicts.

BACKGROUND

SEAPARC operates multiple outdoor facilities and receives requests from user groups and community members to book these spaces for exclusive use. In addition, SEAPARC schedules programs and events at these facility sites throughout the year. A policy is required to provide staff guidance on managing these requests consistently and equitably.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the Outdoor Facility Use Policy A-100.02.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission does not approve the Outdoor Facility Use Policy A-100.02.

Alternative 3

That this report be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

Staff will have a clear policy to manage uses consistently. This policy will provide the public with clear guidelines for use.

CONCLUSION

The policy will provide staff guidance on managing these requests consistently and equitably. Information will be available to the public on how to book facilities, including information on priority use.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the policy A-100.02 Outdoor Facility Use Policy.

Submitted by:	Colleen Hoglund, Program Services Manager, SEAPARC
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ATTACHMENT(S)

Appendix A: Policy A-100.02 Outdoor Facility Use



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	OUTDOOR FACILITY USE		
Adopted Date		Policy Number	A-100.02
Last Amended			
Policy Owner	SEAPARC		

1. POLICY:

A policy to provide guidelines for anyone who intends to hold a commercial or non-commercial organized activity or event on SEAPARC-operated outdoor property including off site facilities.

2. PURPOSE:

The purpose of this policy is as follows:

1. To provide a fair and consistent approach to rental requests for SEAPARC outdoor facilities.
2. To ensure all interested community organizations, businesses and residents have balanced access to outdoor facilities.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.
4. To ensure a fair, reasonable fee structure consistent with the SEAPARC Recreation Fees & Charges Bylaw and local market conditions.

3. SCOPE:

This policy applies to anyone who intends to provide an organized commercial or non-commercial event or activity (private or public) at an outdoor facility that SEAPARC owns/operates that is not directly associated with SEAPARC operations.

4. DEFINITIONS:

Special Event: A festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators. A special event may be organized by SEAPARC staff and/or non-profit or for-profit organizations or business. Includes users who either are not charging an entrance fee or are charging a fee as a fundraising event for a non-profit activity or are offering a free event or activity open to the public. Events may be priced and supported differently than other programs and rentals, depending on community benefit and achievement of socially worthwhile goals.

Organized Youth Groups/Associations: A non-profit user group that offers supervised, structured activity involving skill development for ages Birth-18 years. Membership must be solicited through an open public registration.

Organized Adult Groups/Leagues: A non-profit user group that offers structured activity and whose vast majority of members are over 18 years of age.

Private Individual/Community Group: A non-profit user group that offers supervised, structured activity, without an open public registration process. This includes individuals or groups booking for an activity such as a birthday party, family reunion or group gathering.

Commercial Groups: Includes for profit business or organizations that are charging an entrance or registration fee or are offering a program or event where users pay to participate OR anyone who intends to carry out work or an activity with the intent of monetary return.

School Users: The Sooke School District 62 reciprocal agreement governs use and priority allocation of all SEAPARC facilities.

SEAPARC Outdoor Facilities: This includes SEAPARC Parking Lot, Stan Jones Ball Field, Sooke Bike Park, Sooke Skate Park, DeMamiel Creek Golf Course, and the Sooke Sport Box.

5. PROCEDURE:

Users must contact SEAPARC to request exclusive use of a SEAPARC operated outdoor facility space. Facilities are described in the policy definitions. Commercial use must align with SEAPARC's overall guiding principles of providing recreational opportunities.

Approved requests for exclusive use will require a signed facility rental agreement, appropriate insurance, and fee as per the applicable rate in the SEAPARC Recreation Fees and Charges Bylaw. All user groups must abide by SEAPARC's code of conduct.

No renter shall be allowed to sub-lease or rent the facility contracted to them to any other individual or group; any changes to the contracted rental agreement must be processed through the SEAPARC administrative office.

Outdoor Facility Use Allocation:

1. SEAPARC programs
2. Special Events
3. Organized youth groups/associations
4. Organized adult teams/leagues
5. Private individuals/community groups
6. Commercial groups

6. SCHEDULE:

Attachment A. SEAPARC Recreation Fees and Charges

7. AMENDMENT(S):

Adoption Date	Description:
None	

8. REVIEW(S):

Review Date	Description:
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None	
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9. RELATED POLICY, PROCEDURE OR GUIDELINE:

SEAPARC Recreation Fees and Charges Bylaw

SEAPARC Code of Conduct

Sooke School District 62 Reciprocal Agreement

CRD Clean Air Bylaw



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REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, FEBRUARY 07, 2023

SUBJECT Leisure Involvement for Everyone (LIFE) Program Policy Update

ISSUE SUMMARY

To seek approval for modification to the program discount position of the LIFE Program.

BACKGROUND

The LIFE program is a regional initiative supported by the Greater Victoria recreation centres to provide no cost and low-cost recreation opportunities for individuals and families on limited incomes. At SEAPARC, LIFE participants can either opt for 50% off an annual active pass or receive 52 free drop-in visits and 50% off up to 4 program registrations (maximum of \$50 discount per program).

A regional LIFE program review was conducted in 2019 to evaluate the existing program and provide recommendations for future service. Amongst a variety of recommendations, privacy and equity were identified as areas for improvement, particularly around program registration and access. Currently to use the LIFE benefit of 50% off a program registration, participants must phone and talk to reception or come in person to have the discount manually applied. LIFE participants may miss out on the most popular programs that sell out quickly through online registration, creating inequity in program access. Additionally, if a LIFE participant registers for a program in person and would like the 50% off applied, they have to disclose that they are part of the LIFE program with the possibility of other people in the lobby overhearing.

With the capability of the current registration software, there is a subsidy module that allows use of subsidy dollars for online program registration. Staff have investigated moving from the percentage model for program discounts to the subsidy model to overcome the equity and privacy issues.

City of Victoria have already moved to the subsidy model with \$80 for preschool/adult and \$120 for youth for a two year term. Panorama Recreation has also moved to the subsidy model with \$125 per child/youth per year and \$75 per adult per year. Other centres are still in the investigation phase.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. R-100.01 LIFE Program.

Alternative 2

That the program registration model of the LIFE program remain status quo.

IMPLICATIONS

Social Implications

The proposed change would improve equity and accessibility for LIFE patrons when registering for a program at a discounted rate. It would also allow for more flexibility with the use of subsidy allocation instead of a percentage discount.

Financial Implications

To determine financial impacts of the program discounts from the LIFE program, staff reviewed 2022 data.

For 2022:

- There were 413 total participants
- 394 participants chose the 52 visit and program discount option
- Of those, 29 youth and 3 adults used program discounts
- Average total discount used for youth: \$63/yr
- Average total discount used for adult: \$38/yr
- Total program discounts = \$1,952

The proposed annual subsidy is \$125 per youth and \$75 per adult. Staff anticipate that the annual program discount total will be similar to 2022, but there may be an increase with improved access for participants.

Service Delivery Implications

The subsidy model of providing program discounts allows participants to register online, requiring less reception time to process registrations.

CONCLUSION

The 2019 regional LIFE program review identified several areas of improvement for the program, including equity and privacy. LIFE participant program registration was identified as an area where changes to the program could improve privacy, equity and access while also reducing workload on reception staff. Moving to a subsidy model to allocate program discounts for 2023 will improve participant access with anticipated minimal budget impact.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. R-100.01 LIFE Program.

Submitted by: Colleen Hoglund, Acting SEAPARC Manager

ATTACHMENT(S)

Appendix A: R-100.01 LIFE Program



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CAPITAL REGIONAL DISTRICT COMMISSION POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	LIFE (Leisure Involvement for Everyone) Program		
Adopted Date	December 14, 2000	Policy Number	R-100.01
Last Amended	April 5, 2022		
Policy Owner	SEAPARC		

1. POLICY:

A regional initiative supported by the Greater Victoria Active Communities recreation departments to provide no cost and low-cost recreation opportunities for individuals and families on limited incomes.

2. PURPOSE:

The LIFE program is designed to address barriers to recreation participation and incorporates a range of leisure choices through free admission passes and/or reduced fees on registered programs and active passes.

3. SCOPE:

The Sooke and Electoral Area Parks and Recreation Commission will provide persons who reside in the Sooke and Juan de Fuca Electoral Area and within the Commission jurisdiction, that are living on limited income, options for affordable recreational services to support healthy lifestyles.

4. DEFINITIONS:

Limited Income: Combined gross income is within or below the estimated Low Income Cut Off, as reported by Statistics Canada. The income threshold is adjusted by the number of people within this household.

Resident: Lives within Sooke, East Sooke, Otter Point, Shirley and Jordan River.

Proof of Residency: BC driver's license, BC ID card, utility bill, rental agreement, government document, etc.

5. PROCEDURE:

5.1. Communicate policy to the public through vehicles such as the SEAPARC website and Facebook page, program activity guides and presentations to a variety of community social service agencies, schools and community groups.

5.2. LIFE program application forms are available at SEAPARC and on the SEAPARC website.

5.3. SEAPARC staff administer the LIFE program which includes statistical tracking, communication with LIFE clients as well as the establishment and implementation of program guidelines.

5.4. SEAPARC staff shall follow up on reports of possible fraud, particularly on the fee reduction component of the program. LIFE clients defrauding the system will have their recreation services access privileges revoked.

5.5. LIFE program participants are offered the following fee reductions:

Option A: Fifty-two (52) drop-in admissions to drop-in programs at all Greater Victoria municipal/regional recreation centres & registered program subsidy.

Option B: 50% off Annual SEAPARC Pass or Annual Regional Pass

- 5.6. The LIFE program eligibility criteria is based on verification of residency in Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction and economic status. In addition to proof of residency, citizens who apply for the LIFE program must provide proof of income that their total combined gross family income is within or below the low income threshold range as indicated in the most current Statistics Canada's Low Income Thresholds tables. All applications must be accompanied by a copy of the latest Notice of Assessment from Revenue Canada for each adult living in the household.
- 5.7. Upon approval, each member of the family is issued a membership pass in their SEAPARC account. Those who would like to use their LIFE pass at other regional recreation centres are issued a card bearing their photo. Stickers are affixed to the back of their card to track complimentary visits when used at other centres.
- 5.8. Post-secondary students are not eligible for the LIFE program.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
June 14, 2022	<i>SEAPARC Commission</i>

8. REVIEW(S):

Review Date	Description:
June 14, 2022	

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

Fees and Charges Bylaw