



# Capital Regional District

## Notice of Meeting and Meeting Agenda

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, March 07, 2023

6:30 PM

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

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

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 February 7, 2023 Sooke & Electoral Area Parks and Recreation Commission.

**Recommendation:** That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of February 7, 2023 be adopted as circulated.

**Attachments:** Minutes: February 7, 2023

#### 4. Chair's Remarks

#### 5. Youth Report

#### 6. Presentations/Delegations

- 6.1. Terrie Moore, Executive Director, Sooke Fine Arts Society

#### 7. Commission Business

- 7.1. Sooke Fine Arts Society 2023 Rental Rates

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission approve a rental rate discount of 31% on the established Complex – Dry Floor Non Profit rate for the 2023 Sooke Fine Arts Show, resulting in a 15% rate increase from 2022.

**Attachments:** Staff Report: Sooke Fine Arts Society 2023 Rental Rates

- 7.2. 2022 Year-End Financial Report

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

**Attachments:** Staff Report: Year-End Financial Report – December 2022

### 7.3. Capital Project Update – Arena Chiller

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board that the 2023 capital budget be amended to include \$365,000 for replacement of the arena chiller.

**Attachments:** Staff Report: Capital Project Update – Arena Chiller

### 8. Notice(s) of Motion

### 9. New Business

### 10. Adjournment

### 11. Next Meeting: April 4, 2023



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, February 07, 2023

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, J. Perkins, M. Tait, A. Wells

**Staff:** C. Hoggund, Acting Senior Manager, SEAPARC; M. MacKeigan, Administrative Secretary (Recorder)

**Absent:** A. Wickheim

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

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. APPROVAL OF THE AGENDA**

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

That the agenda for the February 7, 2023 session of the SEAPARC Commission be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

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

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

**CARRIED**

**4. CHAIR'S REMARKS**

Great to see everyone and to welcome the Youth Member, Alexis Wells.

**5. Youth Report**

A. Wells was introduced to the committee and shared they are a grade 10 student at Edward Milne Community School, and actively involved in school sports and the leadership team.

**6. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

## 7. COMMISSION BUSINESS

### 7.1. 2022 Annual Programs and Services Report

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

- Ongoing staffing pressures
- Sooke Rotary and Sooke Lions sponsorship of Advanced Aquatics courses
- Sooke Lions sponsorship of Grade 2 Swim Lessons
- Methods of advertising programs and services

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

### 7.2. Outdoor Facility Use Policy

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

- Methods of enforcing the policy
- Communication of bookings to community users
- Smoke free zone in all outdoor facilities
- Events requesting liquor licenses

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

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

**CARRIED**

### 7.3. LIFE Program Policy Revision

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

- The inclusivity of the program and its name

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

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

**CARRIED**

## 8. CORRESPONDENCE:

There was no correspondence.

## 9. NOTICE(S) of MOTION:

There were no notices of motion.

**10. NEW BUSINESS:**

The commission discussed the following:

- Child Care services and the needs within the community
- Future review of the 2015 Strategic Plan
- Sport facilities accessible outside of school hours

**11. ADJOURNMENT:**

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

That the February 7, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:47pm.

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CHAIR

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RECORDER



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

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**SUBJECT**     **Sooke Fine Arts Society 2023 Rental Rates**

### **ISSUE SUMMARY**

The Sooke Fine Arts Society (SFAS) currently rents the arena to host the annual Sooke Fine Arts Show, in addition to renting office space. The agreement for the Sooke Fine Arts Show has expired. In order to renew the agreement for 2023, the rental rate must be established. The Sooke Fine Arts Society indicated they cannot be financially viable without provision of the arena at reduced rates.

### **BACKGROUND**

The Sooke Fine Arts Show is a not-for-profit organization, bringing artists, volunteers, visitors, and art patrons together in celebration of the arts. The society will be celebrating its 37<sup>th</sup> anniversary in 2023. The event is scheduled to take place July 28-August 7, with the arena complex rented for approximately 44 days.

In September 2013, the SEAPARC Fees and Charges Policy was updated to include a dry floor non-profit daily rate. In 2016, SEAPARC Commission approved a rental rate increase of 2% per year on top of any annual increases, to be implemented through 2017-2020, to work towards achieving 20% of the established rental fees (Ice-Adult Prime) in the fees and charges bylaw.

There was no art show in 2020, and an online virtual show was offered in 2021, due to the COVID Pandemic. The show returned to its original format in 2022. In light of the challenges experienced managing through the COVID Pandemic, SEAPARC honored the 2020 rates for the 2022 Sooke Fine Arts Show.

### **ALTERNATIVES**

#### *Alternative 1*

Provide a 31% discount on the established Complex - Dry Floor Non Profit rate for the 2023 Sooke Fine Arts Show, resulting in a 15% rate increase from 2022.

#### *Alternative 2*

Provide a 34% discount on the established Complex – Dry Floor Non Profit rate for the 2023 Sooke Fine Arts Show, resulting in a 10% rate increase from 2022.

#### *Alternative 3*

Provide a 37% discount on the established Complex – Dry Floor Non Profit rate for the 2023 Sooke Fine Arts Show, resulting in a 5% rate increase from 2022.

#### *Alternative 4*

Rent the arena at the Complex – Dry Floor Non Profit rates for the 2023 Sooke Fine Arts Show.

**IMPLICATIONS**

*Social Implications*

The Sooke Fine Arts Show garners a wide range of involvement and participation. It is an opportunity to celebrate the arts, bringing people from across the region to the Sooke and Juan de Fuca Electoral areas.

*Financial Implications*

The alternatives included in this report represent a desirable level of cost recovery for 2023 in response to increased facility operation costs including utilities, insurance and building maintenance. The alternatives provide a subsidized rate for the Sooke Fine Arts Society, in consideration of the financial constraints of delivering their premiere event.

The Fees and Charges Bylaw states that special events such as this may be priced and supported differently than other programs and rentals, depending on the community benefit and achievement of socially worthwhile goals.

*Service Delivery Implications*

SEAPARC staff provide general facility support for set up, take down and show implementation as required.

**CONCLUSION**

The Sooke Fine Arts Show is a premiere event for Vancouver Island. A rental rate increase is required to ensure a reasonable cost recovery, while providing a subsidized rental rate for the Sooke Fine Arts Society.

**RECOMMENDATION**

That the SEAPARC Commission approve a rental rate discount of 31% on the established Complex - Dry Floor Non Profit rate for the 2023 Sooke Fine Arts Show, resulting in a 15% rate increase from 2022.

Submitted by:	Colleen Hoglund, Acting Senior Manager, SEAPARC
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**ATTACHMENT(S)**

Appendix A: 2022 Fees & Charges Bylaw

**SCHEDULE “B”****SEAPARC RECREATION FEES AND CHARGES  
Effective September 1, 2022**

<b>DROP- IN FEES (swim, skate, weight room, aerobic classes)</b>		
<b>Admission fees inclusive of tax</b>		
<b>Adult (19 – 59)</b>	Single Admission	\$ 6.50
	10x	\$ 58.50
	1 month	\$ 65.00
	12 month	\$ 400.00
<b>Senior (60+)</b>	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
	12 month	\$ 400.00
<b>Student (19+)</b>	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
	12 month	\$ 400.00
<b>Youth (13 – 18)</b>	Single Admission	\$ 3.50
	10x	\$ 31.50
	1 month	\$ 35.50
	12 month	\$ 258.75
<b>Child (5 – 12)</b>	Single Admission	\$ 3.00
	10x	\$ 27.30
	1 month	\$ 30.30
	12 month	\$ 217.50
<b>Family (Maximum 5)</b>	Single Admission	\$13.00
	10x	\$ 117.00
	1 month	\$ 130.00
	12 month	\$ 800.00
<b>Commercial Access</b>	Single Admission	\$ 19.50
<b>Preschool Age (4 and Under)</b>	Single Admission	\$ 0.00



<b>MISCELLANEOUS ADMINISTRATION (Includes applicable tax)</b>	
Administration Fee	\$ 10.00
Administration Fee Annual Pass	\$ 25.00
Card Replacement/Refund	\$ 5.00
Towel Rental	\$ 2.00
Shower Fee	\$ 3.00
Toonie Admission	\$ 2.00
<b>POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>	
Pool Rental (includes 2 guards)	\$ 150.00
Pool Rental Guard/Instructor (additional staff)	Market Rate
Lane Rental – Adult / Commercial	\$ 25.00
Lane Rental – Youth	\$ 13.00
<b>ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>	
Ice - Adult Prime*	\$ 225.00
Ice - Adult Non-Prime*	\$ 187.00
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	\$ 215.00
Ice – Youth Non-Prime	\$ 109.00
Ice – Youth Early Morning Resident*	\$ 55.00
Ice – Youth Early Morning Non Resident*	\$109.00
SD 62 School Use*	\$ 82.00
Dry Floor – Adult Non Profit*	\$ 75.00
Dry Floor – Youth Resident*	\$ 38.00
Dry Floor – Youth Non Resident*	\$ 75.00
Dry Floor – Commercial*	\$ 110.00
Arena Office Space – fee per month	\$ 337.00
<b>RATES PER DAY FOR THE FOLLOWING ITEMS:</b>	
Complex – Dry Floor Non Profit (per day)*	\$ 1,200.00
Complex – Dry Floor Non Profit (Move In/Out)*	\$ 600.00
Complex – Dry Floor Commercial (per day)*	\$ 1,765.00
Complex – Dry Floor Commercial (Move In/Out)*	\$ 883.00
*Discounted rental rates may be negotiated if the event provides a benefit to the community and/or facility space available in low priority times.	

<b>ARENA SKATE SHOP FEES (Includes applicable tax)</b>	
Skate Rental	\$ 3.25
Skate Rental – Family Rate (Maximum 5)	\$ 6.50
Skate Sharpening	\$ 5.00
Skate Sharpening 10x	\$ 45.00
<b>SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)</b>	
Boardroom	\$ 20.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 32.00
Multipurpose Room – Full Room	\$ 64.00
New Multipurpose Room – Half Room	\$ 40.00
New Multipurpose Room – Full Room	\$ 80.00
<b>SEAPARC STAN JONES FIELD (Subject to applicable tax)</b>	
Per Game	\$ 25.00
Per Game Youth	Free
<b>SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)</b>	
Youth	\$ 7.50
Youth Commercial	\$15.00
Adult	\$15.00
Commercial	\$ 30.00
<b>FACILITY ADVERTISING (Subject to applicable tax)</b>	
Rink Board (per year)	\$ 600.00
Zamboni Ad (per year)	\$ 1,000.00
Brochure Advertising	Negotiated
<b>GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)</b>	
Adult	\$ 15.50
Adult 10x	\$138.00
Adult – season pass	\$475.00
Youth (8-16)	\$ 10.25
Youth 10x	\$ 92.00
Family (Max 4 incl. 2 adults)	\$ 41.00
Extra Round	\$ 10.00
Pull Cart Rental	\$ 5.00
Club Rental	\$ 7.00



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

**SUBJECT** Year-End Financial Report – December 2022

**ISSUE SUMMARY**

To inform the Commission of the year-end financial data for 2022.

**BACKGROUND**

At its January 3, 2023, meeting, the SEAPARC Commission approved the transfer of 50% of the 2022 operating surplus to the capital reserve and 50% to the equipment replacement fund.

The final operating surplus for the year ending December 31, 2022 was \$84,807. The surplus was used to transfer \$15,028 to capital reserve, \$15,028 to equipment replacement reserve and \$54,750 carried forward to fiscal 2023 to offset the 2023 cost of living adjustment in labour costs.

The operating surplus was a result of the following:

1. \$93,408 in additional fees and rental income than budgeted
2. \$113,511 in savings in salaries and wages
3. \$162,361 in additional repairs and maintenance costs
4. \$10,043 net saving in other operating costs

**Preliminary balance of reserves:**

Equipment Replacement Fund (After transfer of 2022 surplus)	\$153,134
Capital Reserves (After transfer of 2022 surplus)	\$1,137,932
Operating Reserves (After transfer of 2022 surplus)	\$32,649

**Ratio 2022 operating funded by:**

- Total 2022 operations and transfers were 29.3% funded by users.
- Excluding debt, 2022 operations and transfers were 30.0% funded by users.

**CONCLUSION**

SEAPARC adapted to changing conditions through 2022 in response to the COVID pandemic. The practice of building capital, equipment, and operating reserves for funding ongoing infrastructure renewal and to address the continuing uncertainty due to the pandemic is essential to ensuring the long-term sustainability of infrastructure dependent services such as the SEAPARC Leisure Complex. As with all capital reserve funds, the resources to build the proposed reserve funds can either be part of the respective service’s budget or result from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their capital reserves. Historically, the Commission has followed this practice.

**RECOMMENDATION**

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

Submitted by:	Colleen Hoglund, Acting Senior Manager, SEAPARC
Concurrence:	Michael Medland, Senior Financial Advisor, CRD



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

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**SUBJECT** Capital Project Update – Arena Chiller

### **ISSUE SUMMARY**

To provide the Commission with an update on the arena chiller and request approval to proceed with the project for its replacement.

### **BACKGROUND**

The chiller is a critical element in the arena refrigeration system. It is now 20 years old, which is deemed to be the end of serviceable life and is therefore a high priority for replacement. The project was originally approved in the 2022 SEAPARC budget as a capital item, with a project cost of \$85,000. At its January 3, 2023 meeting, the SEAPARC Commission was informed that the capital project for the chiller should be adjusted to update the project to a Plate and Frame type chiller, which was estimated at \$175,000. The updated project was approved by the Commission for the 2023 capital budget and was given preliminary approval by the Capital Regional District (CRD) Board. This is in addition to the \$32,190 that was previously approved to reroute the ammonia lines from inside the Zamboni bay to an exterior location along the roof line.

In January, a consultant was hired to provide replacement options and detailed drawings and specifications for a replacement chiller and ammonia lines. During the initial assessment, the consultant confirmed that the chiller is at its end of life. Based on its age, Technical Safety BC requires the chiller to be inspected this year to either assess its condition or replace the chiller. The inspection will cost approximately \$10,000, and if the condition of the chiller is deemed to be not acceptable, a new chiller will be required before the system can be restarted and continue to cool the ice sheet.

An upgraded style of chiller is proposed for this application for several reasons. The proposed chiller is a Plate and Frame style, which requires a much smaller footprint and allows for a significant reduction in total ammonia required, but it will require changes to the brine and ammonia piping. Furthermore, the heat exchanger within the chiller will be constructed of titanium, which has a higher resistance to corrosion and hence a much longer life in comparison to the existing carbon steel chiller.

The project manager and consultant have completed the tender package to expedite the project. In order to submit/receive bid submissions, the budget needs to be in place to support the project. If approved, the proposed schedule is to complete the chiller installation and rerouting of the ammonia lines by August 2023, prior to the start of the 2023-2024 ice season.

Based on recommendations from the consultant and industry best practices for chillers (carbon steel versus titanium), the estimated total budget to complete the work is approximately \$314,593-\$365,000. This includes:

- chiller replacement
- new brine pump
- ammonia and brine piping replacement/rerouting
- permit and design fees
- project management
- project contingency of 15%

Staff will pursue any grant application options that might be available to support this project.

## **ALTERNATIVES**

### *Alternative 1*

The Sooke & Electoral Area Parks and Recreation Commission recommends to the CRD Board: That the 2023 capital budget be amended to include \$365,000 for replacement of the arena chiller.

### *Alternative 2*

The Sooke & Electoral Area Parks and Recreation Commission directs staff to proceed with the required inspection to assess the chiller's condition and provide the report and resulting recommendations to the Commission as soon as possible.

## **IMPLICATIONS**

### *Financial Implications*

This project budget of \$365,000 can be funded by the capital reserve with minimal impact to future capital requirements.

### *Regulatory Implications*

Technical Safety BC regulates the design, construction, installation and operation of refrigeration equipment throughout BC. Since the ammonia incident in Fernie, BC, there is increased regulation of refrigeration plants and a focus on ensuring equipment is in good working order to protect the safety of staff and public. The proposed new chiller will meet all the new requirements set by Technical Safety BC, which reduce the risk of an ammonia leak in the future.

### *Service Delivery Implications*

If a chiller is not available to cool the ice sheet, there will be significant implications for SEAPARC to be able to deliver the 2023-2024 ice season, and the long-term ability to provide a safe and reliable arena facility.

Approval of Alternative 1 presents the lowest risk to ensuring continual service delivery for SEAPARC's 2023-2024 ice season. The project schedule provides ample time for delivery and installation of the new chiller.

Approval of Alternative 2 presents a significant risk that the chiller may be deemed unusable, thereby causing the refrigeration system to be inoperable for a large portion of the 2023-2024 ice season while a replacement chiller is sourced and installed. If the inspection deems the chiller to be acceptable, the consultant indicated that it would need to be inspected every one to two years, but that significant extension of its useful life would not be expected.

## **CONCLUSION**

The arena chiller is 20 years old and has reached the end of its useful life. Technical Safety BC has mandated that the chiller either be replaced or thoroughly inspected to confirm it does not present an imminent risk of an ammonia leak. Staff recommend that the chiller be replaced with a new style and upgraded materials to ensure continuous operation of the refrigeration system through the 2023-2024 ice season. If approved, staff will commence with the competitive

procurement of a contractor to supply and install the new chiller during the annual shutdown in the summer of 2023.

**RECOMMENDATION**

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

That the 2023 capital budget be amended to include \$365,000 for replacement of the arena chiller.

Submitted by:	Colleen Hoglund, Acting Senior Manager, SEAPARC
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer