



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Thursday, April 13, 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, 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 March 7, 2023 Sooke & Electoral Area Parks and Recreation Commission.

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

Attachments: Minutes: March 7, 2023

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

- 7.1. SEAPARC Strategic Plan

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission direct staff to initiate a new strategic plan and plan for a consultant in the 2024 budget.

Attachments: Staff Report: SEAPARC Strategic Plan

- 7.2. Skate Park Land

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission direct staff to investigate and secure a long-term lease/license with School District 62 for the skate park land and coordinate with School District 62 to apply for non-farm use to the Agricultural Land Commission prior to any further capital works.

Attachments: Staff Report: Skate Park Land

- 7.3. Ice Allocation Policy Review

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve amendments to Ice Allocation Policy A-100.25.

Attachments:

Staff Report: Ice Allocation Policy Review

8. Notice(s) of Motion

9. New Business

10. Adjournment

11. Next Meeting: May 9, 2023



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, March 07, 2023

6:30 PM

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

Present in Board Room:

Commissioners: A. Beddows (Chair), D. Little, J. Perkins

Staff: C. Hoglund, Acting Senior Manager, SEAPARC; J. Govan, Facility Maintenance Supervisor; M. MacKeigan, Administrative Secretary (Recorder)

Present Virtually:

Commissioners: M. Tait

Staff: M. Medland, Senior Financial Advisor

Absent: D. Bishop (Vice-Chair), A. Wells, A. Wickheim

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

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

3. ADOPTION OF MINUTES

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

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

4. CHAIR'S REMARKS

There were no remarks.

5. Youth Report

There was no report.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

There were no presentations.

6.2. Delegations

6.2.1 Delegation – Terrie Moore and Janet Evans; Representing the Sooke Fine Arts Society: Re: Agenda Item 7.1. Sooke Fine Arts Society 2023 Rental Rates

T. Moore and J. Evans spoke to Item 7.1.

7. COMMISSION BUSINESS

7.1. Sooke Fine Arts Society 2023 Rental Rates

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

- Financial impact on SEAPARC
- Financial impact on Sooke Fine Arts Society

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

That the Sooke & Electoral Area Parks and Recreation Commission approve a rental rate discount of 37% on the established Complex – Dry Floor Non Profit rate for the 2023 Sooke Fine Arts Show, resulting in a 5% rate increase from 2022.

CARRIED

7.2. 2022 Year-End Financial Report

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

- Factors in year-end savings
- Impact of newer equipment on savings

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

7.3. Capital Project Update – Arena Chiller

C. Hoglund provided an overview of the report, J. Govan provided a technical overview of the capital project. The commission discussed the following topics:

- Impact on services and the 2023/2024 ice season
- Safety for users and neighbours
- Impact on capital reserves
- Improving temperature control within the arena

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

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.

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:

- Sooke Sport Box community use

11. ADJOURNMENT:

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

That the March 7, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:16pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF THURSDAY, APRIL 13, 2023

SUBJECT SEAPARC Strategic Plan

ISSUE SUMMARY

To review the status of the current strategic plan and consider a new strategic plan.

BACKGROUND

The current SEAPARC Strategic Plan was developed in 2015 as a 15-year guide for recreation planning and development for Sooke and the JDF Electoral Area. Since the plan was developed, many of the strategic initiatives have been completed, including the fitness/gym expansion, the outdoor sport box and support for an artificial turf field. There has also been significant population growth in both the District of Sooke and the JDF Electoral Area. These factors suggest that the Commission should consider moving forward with a new strategic plan prior to the scheduled expiry of the current plan in 2030.

A strategic plan serves as the Commission's framework for making decisions in establishing policy, services, land acquisition, facilities, and partnerships. An updated strategic plan would ensure that SEAPARC:

- Reflects current community needs by gathering feedback from the community, stakeholders, Commission and staff.
- Provides the Commission and staff with goals to direct future planning and expansion. This assists in budget planning and financial allocation as well as staff workplans.
- Aligns Commission, staff and community around shared goals.
- Prepares for future community growth as well as balancing plans for aging infrastructure.

Moving forward with a new strategic plan would require engaging a consultant to lead the strategic planning process as well as staff resources. The consultant would assist staff with background research, community engagement, staff and Commission engagement and reporting. This would require approximately \$50,000 in the 2024 budget.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to initiate a new strategic plan and plan for a consultant in the 2024 budget.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission retains and follows the current strategic plan.

IMPLICATIONS

Social Implications

It is important that SEAPARC is serving the current needs of the community and keeping up with trends in recreation facilities and services. A new strategic plan engages the community to participate in the future planning of SEAPARC. Through feedback, community engagement enables the Commission to listen and respond via the strategic plan. Community engagement, then, builds deeper, stronger and more trusting relationships between the Commission and the communities it serves.

Financial Implications

The approximate cost for a consultant for the strategic plan is \$50,000 which would be funded by a combination of operating reserve fund and the 2024 operating budget.

Service Delivery Implications

An updated strategic plan with shared goals will assist with efficiency and effectiveness of staff in their work plans and support service delivery and infrastructure that meets the needs of the community.

CONCLUSION

The 2015-2030 SEAPARC strategic plan is substantially completed and no longer reflects the needs of the current community. A new strategic plan would provide direction to the Commission and staff on current and future recreational needs.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to initiate a new strategic plan and plan for a consultant in the 2024 budget.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC
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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF THURSDAY, APRIL 13, 2023

SUBJECT Skate Park Land

ISSUE SUMMARY

To seek direction regarding the skate park land.

BACKGROUND

The Sooke Skate Park was built in 1997, with a 10-year lease for the property with School District 62 (SD62). In the 2007, SEAPARC entered an additional 10-year lease for this land.

In 2017, the Commission was provided with information to either maintain, update/renovate, or replace the park. Two skate park companies were contacted to request an assessment of the park and provide professional insight on how SEAPARC can effectively and efficiently add or upgrade new structural component to enhance overall rider experience at the park. It was noted that the condition of the park was fair, and upgrades will be needed as the park reaches its functional service life of 25 years. The option to pursue a formal assessment was brought forward, with a consultant to be retained at an estimated cost of \$5,000. The commission did not proceed with approving the funds for a formal assessment at that time.

At the July 20, 2017 meeting, staff were directed to investigate future ownership of the skate park site with SD62 as an alternative to a long term lease. Staff proceeded to investigate purchasing the site however the decision was made to continue with a lease option instead as the property is designated as Agricultural Land Reserve (ALR) and future improvements may be limited under this status. The arrangement then converted to a month-to-month lease.

Staff met with School District 62 to discuss current options available for the skate park property. Purchase of the property is possible, however SD62 would be seeking market value as required under the BC School Act. Long term lease/license is an alternative option to secure long term tenure.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to investigate and secure a long-term lease/license with School District 62 for the skate park land and coordinate with School District 62 to apply for non-farm use to the Agricultural Land Commission prior to any further capital works.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to further investigate purchase with School District 62 for the skate park land and coordinate with School District 62 to apply for non-farm use to the Agricultural Land Commission prior to any further capital works.

IMPLICATIONS

Intergovernmental Implications

The land that the skate park is built on is part of the Agricultural Land Reserve. Approval for the use of the land as a skate park is not currently in place and would be required prior to any capital works.

Social Implications

The skate park is currently at the end of life and needs refurbishment/replacement. As a free, public park, this is a valuable asset for social connections and recreation in the community.

Financial Implications

The School District has indicated that they would require market value of the land if a disposal were to be considered. The market value for purchase of the approximately 0.6-acre property has not been derived however an estimated range is between \$75,000 and \$150,000. The prior 10-year lease with School District 62 cost the Commission \$25.

CONCLUSION

The Sooke Skate Park is currently at the end of life and refurbishment/replacement is scheduled for 2024. The Commission is currently in a month to month agreement for the skate park property. In order to be eligible for grants and proceed with the scheduled work, the property needs to be secured on a long-term basis. Approval from the Agricultural Land Commission is also required prior to commencing any capital works.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to investigate and secure a long-term lease/license with School District 62 for the skate park land and coordinate with School District 62 to apply for non-farm use to the Agricultural Land Commission prior to any further capital works.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC
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**REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF THURSDAY, APRIL 13, 2023**

SUBJECT Ice Allocation Policy Review

ISSUE SUMMARY

To seek approval of amendments to the Ice Allocation Policy.

BACKGROUND

The Ice Allocation Policy guides staff in managing user requests for access to the arena each season. This policy was last updated in 2012. The proposed amendments will assist staff in managing usage, provide consistency and equity in allocation and implement a more efficient process for ice allocation.

The amendments include:

- Removing requirement to advertise ice allocation meeting
- Removing requirement to hold an annual ice allocation meeting
- Removing requirement of Commission approval for the annual ice schedule
- Removing prime time rate information and refer to SEAPARC Fees and Charges Bylaw
- Adjust annual ice allocation review and approval timeline
- Updated list of priorities for use
- Aligning the list of priorities for use and the definitions to ensure consistency
- Updated information regarding SEAPARC staff responsibilities
- Introduce clause for considering new requests
- Introduce clause to address managing return of unused ice
- Introduce clause to limit impact on SEAPARC Recreation Programs

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve amendments to Ice Allocation Policy A-100.25.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission does not approve amendments to Ice Allocation Policy A-100.25.

Alternative 3

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

IMPLICATIONS

Social Implications

The arena facility is an integral asset of the Sooke and Juan de Fuca and Electoral Area. Managing equitable use is key to supporting all community members' recreation pursuits.

Service Delivery Implications

The policy provides staff guidance to manage uses of the arena consistently and provides information for the public on how the schedules of use are managed.

CONCLUSION

The policy provides staff guidance on managing arena requests consistently and equitably. The proposed amendments will also support future demand on arena use.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve amendments to the Ice Allocation Policy A-100.25.

Submitted by:	Colleen Hoglund, Program Services Manager
Concurrence:	Melanie Alsdorf, SEAPARC Manager

ATTACHMENT(S)

Appendix A: Ice Allocation Policy A-100.25



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	ICE ALLOCATION		
Adopted Date	July 8, 2004	Policy Number	A-100.25
Last Amended	February 15, 2012		
Policy Owner	SEAPARC		

1. POLICY:

It is necessary that an objective and consistent procedure for the allocation of ice be established. This will assist all parties in understanding the process and the priority of allocation for ice time.

2. PURPOSE:

The purpose of the Ice Allocation Policy is as follows:

1. To provide a fair and consistent approach to allocating time at the SEAPARC Leisure Complex.
2. To ensure all interested community organizations and residents have balanced access to ice allocations.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.

3. SCOPE:

The policy also incorporates the Commission's objective to maintain a balance between all ice user group reservations and public access, recognizing the degree of subsidy to various programs, and maintaining sufficient revenue levels to the arena.

The policy clarifies staff's responsibility for ice allocation and its commitment to:

- Fiscally responsible ice facility operations
- Fair and equitable ice allocations
- Ensuring that all people have access to quality recreation programs, events and activities

4. DEFINITIONS:

Resident Minor Non-profit User Group – Offers supervised, structured activity involving skill development for ages 5 – 18 years. Membership must be solicited through an open public registration. ¹

- Any local organized minor associations providing sport activities for youth primarily residing in the Sooke and Juan de Fuca Electoral Area
- Capital Region Female Minor Hockey Association is recognized as a resident user group due to the boundaries established under the female hockey model of BC Hockey and Vancouver Island Amateur Hockey Association

¹ This policy entitles any group comprised of resident and non-residents to count up to 30% of their total membership as non-residents with the same priority for ice allocation as residents.

Resident Adult Non-profit User Groups – Offers structured activity and whose vast majority of members are over 18 years of age.

- Any local organized adult groups that is comprised of primarily adults residing in the Sooke and Juan de Fuca Electoral Area ¹

Non-Resident Non-profit User Group – Any organized association providing sport activities whose members do not reside in the Sooke and Juan de Fuca Electoral Area. ¹

Private Community Group – A non-profit ice user group that offers supervised, structured activity, without an open public registration process, for members of an affiliated organization.

Casual User – An organization or individual that uses space on an occasional basis only

Commercial Group – Rental Groups which operate on a for-profit basis

5. PROCEDURE:

1. All requests for reservation of ice allocations shall be in writing. Requests for ice for the fall/winter season shall be submitted no later than April 30 for the upcoming season.
2. Staff will endeavour to follow the policy, in consideration of the optimal use of all available ice, and consistent with the order priority of use. Staff will finalize the schedule by May 15.
3. If any user wishes to appeal allocation of ice time, such appeals shall be received in writing no later than June 2. All appeals will be arbitrated by the Sooke & Electoral Area Parks and Recreation Commission.
4. Other than for special events, groups requesting multiple hours per week will be expected to accept an hour of non-prime ice for every four hours of prime ice booked.
5. SEAPARC may allocate up to 25% of prime time to adult users.
6. Contracted times are not guaranteed beyond the dates of the contract. No ice will be allocated to any user who has outstanding fees.
7. No renter shall be allowed to sub-lease or rent the ice contracted to them to any other individual or group; any request to change the contracted ice schedule must be processed through the SEAPARC administration office.
8. Ice time shall be reserved in blocks of time to ensure maximum utilization of ice time.
9. If an organization does not require its entire allocation, it will be rescheduled using the program priorities listed in this policy.
10. Accommodating new user groups by reducing the number of hours available to existing groups, will only be considered in cases where a service is being introduced to a previously non-served segment of the population, or where a new program is being introduced that is not available through an existing organization. Any regular prioritized user group with two or more year's history will be booked before new users, provided the user is in good standing with SEAPARC.

To minimize user frustration, dissatisfaction, and other negative impacts, SEAPARC will not cancel recreation programs and public skate times, except for the following:

- Significant and high profile events as directed by the Commission
- Low registration in programs
- Emergency shut down situations or ice maintenance.

Where such cancellations are necessary, SEAPARC staff will make reasonable efforts to notify users of said programs.

SEAPARC may request registration statistics as part of the ice allocation process. Additional registration will not necessarily increase ice allocations, unless other groups decrease their requests.

ICE ALLOCATION: ORDER OF PRIORITY

1. SEAPARC programs, special events and public sessions
2. Sooke School District 62 use during school hours of operation
3. Resident Minor Non-Profit User Groups
4. Resident Adult Non-Profit User Groups
5. Non-resident Non-Profit User Groups
6. Private community groups
7. Commercial Groups and Casual Users

Resident and non-resident community groups – Proof of residency may be requested. Number of participants are to be submitted with the request form.

Prime Time Hours and Rates – Prime time is defined as those hours that have the greatest demand from local community groups. Please see SEAPARC Fees and Charges Bylaw for primetime hours and rates.

6. AMENDMENT(S):

Adoption Date	Description:
July 8, 2004	<i>SEAPARC Commission</i>

7. REVIEW(S):

Review Date	Description:
June 9, 2005	
February 15, 2012	

8. RELATED POLICY, PROCEDURE OR GUIDELINE:

Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw