



# Capital Regional District

## Notice of Meeting and Meeting Agenda

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, June 06, 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

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 May 9, 2023 Sooke & Electoral Area Parks and Recreation Commission.

**Recommendation:** That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of May 9, 2023 be adopted as circulated.

**Attachments:** Minutes: May 9, 2023

#### 4. Chair's Remarks

#### 5. Presentations/Delegations

#### 6. Commission Business

- 6.1. 2023 January to April Programs and Services Update

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

**Attachments:** Staff Report: 2023 January to April Programs and Services Report  
Appendix A: 2023 January to April Programs and Services Report

- 6.2. Capital Project & Facility Update

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

**Attachments:** Staff Report: Capital Project & Facility Update

- 6.3. Facility Rental Policy

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.03 Facility Rental.

**Attachments:** Staff Report: Facility Rental Policy  
Appendix A: Policy No. A-100.03 Facility Rental

**7. Correspondence**

7.1. Sooke Minor Hockey Association Sponsorship Request

**8. Notice(s) of Motion****9. New Business****10. Adjournment****11. Next Meeting:** September 5, 2023



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Meeting Minutes

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, May 09, 2023

6:30 PM

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

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**Present:**

**Commissioners:** A. Beddows (Chair), D. Bishop (Vice-Chair), J. Perkins, M. Tait, A. Wickheim

**Staff:** M. Alsdorf, Senior Manager, SEAPARC; C. Hoglund, Program Services Manager; M. MacKeigan, Administrative Secretary (Recorder)

**Absent:** D. Little

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 Perkins,

That the agenda for the May 9, 2023 session of the SEAPARC Commission be approved as circulated.

**CARRIED**

#### 3. ADOPTION OF MINUTES

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Wickheim,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of April 13, 2023 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

There was no report.

#### 5. Youth Report

The request for a youth member representative was submitted to the school principal at Edward Milne Community School.

## 6. PRESENTATIONS/DELEGATIONS

### 6.1. Presentations

There were no presentations.

### 6.2. Delegations

There were no delegations.

## 7. COMMISSION BUSINESS

### 7.1. Fees and Charges Policy

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

- Adjustment of market rate for a rural community

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Wickheim,

That the Sooke & Electoral Area Parks and Recreation Commission approve the revised Policy No. F-200.01 Fees and Charges.

**CARRIED**

### 7.2. Fees and Charges Bylaw

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

- Admission fee per activity or per visit
- Youth Pass rates, increased access with school proximity
- Prime Time Rate application for youth and adult user groups
- Stan Jones Field youth use, community use versus organized sport
- Pool bookings and lane rentals, access to hot tub and sauna

**MOVED** by Commissioner Wickheim, **SECONDED** by Commissioner Tait,

That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board that the proposed fees and charges be approved for inclusion in the 2023-2024 Fees and Charges Bylaw for SEAPARC services.

**CARRIED**

### 7.3. 1<sup>st</sup> Quarter Financial Update

M. Alsdorf provided an overview of the report.

There is no recommendation. This report is for information only.

## 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:

- Status of the digital road sign, repairs or replacement
- Arena dry floor lines for lacrosse and other sports
- Sport Box exclusive use and communication to users of bookings
- Sport Box upgrades for flooring
- The District of Sooke improvements at Ravens Ridge Park are approved in the budget, work includes landscaping, trails, spectator seating, and basketball court. The engineering of Little River Crossing, connecting Poirier Elementary School to Sunriver Estates, is completed.

**11. ADJOURNMENT:**

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Wickheim,

That the May 9, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:32pm.

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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, JUNE 06, 2023**

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### **SUBJECT     2023 January to April Programs and Services Report**

#### **ISSUE SUMMARY**

To provide an overview of programs and services.

#### **BACKGROUND**

During the first season of 2023, SEAPARC programs and services saw increased participation across the spectrum in comparison to 2022. Membership sales have increased 100% with \$79,000 in sales in 2022 and \$158,000 as of April 30 this year. Admissions are following the same trend with an increase of 96% (\$46,097 in 2022; \$90,353 in 2023).

#### Marketing:

- Golf Course has been promoted through various mediums
- New signage was created and posted at the golf course
- Weekly ads are submitted for the Sooke News Mirror
- A Sport Box activity schedule has been posted to notify users of general public closures
- Facebook posts reach between 1,800-4,300 people regularly. A recent post of a local youth's sports achievement reached over 15,000
- Staggered registration days for swim lesson programs is proving to be successful for public planning and access and is similar to what other recreation centres are implementing in the region

#### Special Events:

- 164 people participated in the \$2 Family Day Skate
- Over 50 tables were set up at the Annual Garage Sale held April 29. Hundreds of people attended the event.

Appendix A provides a brief summary of January to April for 2023, in comparison to 2022.

#### **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.

##### *Financial Implications*

Staff continue to monitor and adapt services to ensure fiscal responsibility. Drop-in attendance and membership sales continue to exceed budget targets.

##### *Service Delivery Implication*

SEAPARC continues to expand and adapt programs and activities where possible to meet increased community demand.

**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 Hoglund, Program Services Manager, SEAPARC
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation

**ATTACHMENT(S)**

Appendix A: 2023 January to April Programs and Services Report

# SEAPARC Recreation



## 2023 January—April Programs & Services Report



### SEAPARC Recreation Departments Covered in This Report:

- Aquatics
- Community Recreation
  - Arena
  - Early Years
  - School Age
  - Adult
- Fitness



# Aquatic Programs

## Early Years & School Age

- 18 participants in Red Cross Babysitters program compared to 13 for the same time period in 2022
- 23 participants in the Sharks Swim Program compared to 9 from the same time period in 2022
- The youth recreational synchronized swim program had steady attendance through this first season

## Adult

- Drop-in Swim Fit has approximately 14-25 participants weekly, an increase from 10-15 for the same time period in 2022
- Morning Aqua Fitness has approximately 25-40 participants per class consistently and the evening class attendance is still growing

## Group & Private Swim Lessons

- 398 swim lesson participants in 83 classes between January – March 2023, an increase from 211 participants in 29 classes for the same time period in 2022
- Private Swim Lessons continue to be on hold

## Advanced Aquatics

- 52 candidates participated in a variety of 8 advanced courses including Bronze Star, Bronze Medallion, Bronze Cross, National Lifeguard, NL recertification, and Swim Instructor courses in comparison to 9 advanced aquatics courses in the whole of 2022



# Community Recreation Programs

## Arena

- Program revenue increased by approximately 50% (\$5,474 in 2022 to \$8,246 in 2023)
- Approximately 100-165 participants attended the Tuesday night public skate each week until the end of the ice season
- Skate lesson registration increased by 21% (79 in 2022 to 97 in 2023)
- 15-27 youth attended the Friday Afternoon Youth Skate weekly

## Early Years (Birth to 5 Years)

- The afternoon Play and Learn program was re-instated in January 2023. 6-8 children are registered each month. This program provides parents with flexibility to make short term program commitments and introduces children to the concepts of a licensed preschool program
- 40-50 participants attend the Saturday drop-in Kindergym on a weekly basis
- Birthday party packages are popular, with approximately 3 Saturdays per month booked

## Licensed Preschool

- 2 morning classes currently operating with 19 of 28 spots filled
- The 2023-2024 program season registration opened in February 2023. Currently 20 of 28 spots filled
- The Monday/Wednesday/Friday licensed preschool will expand operating hours to 9:00am – 1:00pm in September. This change was based on customer and staff feedback





# Community Recreation Programs

## School Age (5-18 Years)

- Program revenue increased by 92% (\$16,605 in 2022 to \$32,024 in 2023). This includes revenue from camps and all other school age and youth programs
- A new Dungeons and Dragons program was introduced and was immediately popular with registration for both sessions meeting maximum capacity of 16
- The Kids Night Out Program consistently meets capacity of 20 youth attending each monthly session
- Two new sport box programs were introduced in the spring including Beginner Lacrosse and Ball Hockey Sniper School. Lacrosse has 30 children registered and hockey has 25 children registered
- The afterschool Face off For Fun dry floor hockey programs for 5-7 years and 8-12 year olds were both at capacity in the spring

## School Age & Youth Summer Camps (5-13 Years)

- Additional summer camp options will be offered in 2023. Some camps are already full, and some have waitlists. Capacity has been increased where possible to meet demand
- Field trips will not be offered this year due to challenges either securing Class 4 drivers or rental buses that have staff available to drive
- Supervisors and camp leaders will focus on delivering high quality programming and new camp activities



# Community Recreation Programs

## Adult (19+ Years)

- Indoor Drop-in Pickleball attendance has significantly increased, and a third night was introduced as a result. Approximately 20 people attend per night
- Spring and summer golf lessons for adults and families are being offered
- The second annual 4-person best ball golf tournament will be held in August
- An all-ages drop-in roller skate night is running twice per week on the dry floor

## Fitness Programs

### Youth & Adult (13+ Years)

- The number of registered and drop-in fitness classes offered increased from 24 per week in 2022 to 27 per week in 2023
- Weight room visits have almost tripled compared to the same time in 2022. There were 15,965 visits to the weight room between January and April 2023 compared to 5,513 for the same time in 2022 and 24,386 visits to the Weight Room in all of 2022. This number represents pass scans and drop-in visits.
- 39 Youth Weight Room Orientations were completed
- 35 Personal Training sessions completed





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## **REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JUNE 06, 2023**

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### **SUBJECT     Capital Project & Facility Update**

#### **ISSUE SUMMARY**

To provide an update on the 2023 capital and facility projects.

#### **BACKGROUND**

##### **Arena Chiller**

CIMCO Refrigeration is the successful proponent for this project with a bid that meets budget expectations. Ordering of materials and equipment is underway with construction scheduled for July. Staff are currently developing a schedule of work based on anticipated delivery times.

##### **Removal and Relocation of Ammonia Lines from Zamboni Bay to a Rooftop Run**

Accent Refrigeration has completed the re-routing of the ammonia lines that previously ran through the Zamboni bay from the refrigeration plant room to the cooling tower. The ammonia lines are now installed as a 'roof-top run' from the refrigeration plant room to the cooling tower.

##### **Pool Structural Columns**

Island Metal Craft will be performing the remediation work on the corroded structural columns in the pool natatorium during the scheduled pool shutdown. The proposed work is within budget and expected to meet timelines to perform the work during the pool shutdown period. Once the column repair is complete, tile work will be required to complete this project.

##### **Washroom Accessibility Upgrades**

Upgrades to improve washroom/change room accessibility are 95% complete with the remainder of the upgrades to be completed during pool shutdown. New paper towel and toilet paper dispensers have/will be installed throughout the facility. New counter tops and automatic faucets have been installed as well as push-button automated door openers for the pool lobby washrooms and universal change room. New partitions have been installed in the male pool lobby washroom and the accessible washroom in home dressing room 2 in the arena. This project was primarily funded through the Enabling Accessibility Fund grant.

##### **Pool Shutdown Projects**

In addition to the pool structural column repair, staff will be working in the aquatic facility on regular annual maintenance as part of the pool shutdown. Some highlighted projects include:

- Replace filter sand
- Replace underwater LED lights
- Locker maintenance and repair
- Pool boiler, pump & electronator cell maintenance
- Replacement of four valves on pool circulation lines
- Frosting of two lowest levels of windows by diving board and hot tub

- Replace water circulation outlet in horseshoe area of the leisure pool
- Replace/repair sauna benches

Other facility projects occurring during the pool shutdown include:

- Clean out of parking lot oil separators
- Arena board cleaning
- Refinish flooring in multipurpose rooms
- Air handling duct cleaning and sanitization

### **Parking Lot Upgrades**

This upcoming project will include curb repair and painting, spot re-paving and installation of two new speed bumps to assist with safety in the parking lot.

### **IMPLICATIONS**

#### *Service Delivery Implications*

Scheduled repairs, replacement and preventative maintenance ensure that facilities are available and in good working condition to provide programs and services for the public.

#### *Financial Implications*

Scheduled capital projects currently meet budget allocations.

#### *Social Implications*

Accessibility upgrades improve access to the facility for patrons to participate in programs and services.

### **CONCLUSION**

Repairs and improvements are part of the capital and preventative maintenance plan and ensure that facilities are in good operating condition for service delivery to the public.

### **RECOMMENDATION**

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

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
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## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JUNE 06, 2023

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### **SUBJECT**     Facility Rental Policy

### **ISSUE SUMMARY**

The purpose of introducing a facility rental policy is to ensure consistent standards and procedure for rentals of SEAPARC facilities.

### **BACKGROUND**

SEAPARC operates multiple 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. This policy also includes facility rental procedures that were previously included in the prior fees and charges policy.

The policy provides guidance to staff and public regarding:

- Rental requirements
- Priority of use
- Rental request timing
- Billing & Payment
- Cancellation

### **ALTERNATIVES**

#### *Alternative 1*

That the Sooke & Electoral Area Parks and Recreation Commission approve the Facility Rental Policy A-100.03.

#### *Alternative 2*

That the Sooke & Electoral Area Parks and Recreation Commission does not approve the Facility Rental Policy A-100.03.

#### *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 rental requests consistently and equitably.

**RECOMMENDATION**

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.03 Facility Rental.

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

**ATTACHMENT(S)**

Appendix A: Policy No. A-100.03 Facility Rental





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## CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	FACILITY RENTAL		
Adopted Date	June 6, 2023	Policy Number	A-100.03
Last Amended			
Policy Owner	SEAPARC		

### 1. POLICY:

This policy provides guidelines and procedures for rental of SEAPARC owned or operated facilities.

### 2. PURPOSE:

The purpose of this policy is as follows:

1. To provide a fair and consistent approach to rental requests for SEAPARC facilities.
2. To ensure all interested community organizations, businesses and residents have balanced access to facilities.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.

### 3. SCOPE:

This policy applies to anyone renting a facility that SEAPARC owns/operates that is not directly associated with SEAPARC operations and directs SEAPARC staff in management of these facility rentals.

### 4. DEFINITIONS:

**Special Event:** A festival, tournament, competition, show or 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.

## **5. PROCEDURE:**

Users must contact SEAPARC to request use of a SEAPARC operated facility space. Commercial use must align with SEAPARC's overall guiding principles of providing recreational opportunities.

All approved rental requests 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.

### **Priority of Use**

The following level of priorities shall be respected in the allocation of facility spaces:

1. SEAPARC programs/services
2. School District 62 use during school hours
3. Organized youth groups/associations
4. Organized adult teams/leagues
5. Private individuals/community groups
6. Commercial groups

Within the category of organized youth and organized adult groups, priority shall be given to local groups. Local groups must have at least 75% of its membership as residents within the SEAPARC service area.

### **Rental Requests**

Booking requests will be accepted seasonally as follows:

- January to April and dryfloor arena bookings – request Nov 1 - 15
- May to June – request March 1 - 15
- September to December – request July 1-15

Once seasonal rental requests are prioritized and booked for the season, all other bookings will be on a first come, first served basis.

### **Billing & Payment**

Payment must accompany all facility rental requests with the following exceptions:

- Facility rentals for user groups with regular weekly bookings for a period of more than 3 months. Rentals meeting this classification are eligible for monthly payment plans with the payment due on the last day of the month for the next month's bookings.
- Bookings for Special Events. Rentals meeting this classification require a deposit of 25% of the total rental charge at the time of booking with the balance due 14 days prior to the rental date.

Interest will be charged at 1.5% monthly on all outstanding amounts not received within 30 days of the payment due date.

**Cancellation**

The renter must provide 10 days' cancellation notice to receive a full refund. If less than 10 days' notice is provided, a refund will only be issued if staff are able to resell the space.

SEAPARC reserves the right to cancel rental agreements and shall not be responsible for any associated costs incurred by the renter or others.

**Exceptions**

The Priority of Use and Rental Request sections do not apply to arena ice rental. The Ice Allocation Policy provides specific procedures for this.

**6. SCHEDULE:**

**7. AMENDMENT(S):**

Adoption Date	Description:
June 6, 2023	<i>New policy to guide facility rental requests for SEAPARC facilities.</i>

**8. REVIEW(S):**

Review Date	Description:
None	

**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



## SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383  
SOOKE, BC V9Z 1G1  
[www.sookeminorhockey.ca](http://www.sookeminorhockey.ca)

Christina Moog, Sponsorship & Fundraising Coordinator

Sooke Minor Hockey Association

250.580.5814 | [fundraising@sookeminorhockey.ca](mailto:fundraising@sookeminorhockey.ca)

**ATTN: Melanie Alsdorf, SEAPARC Manager**

2168 Phillips Road, Sooke BC V9Z0Y3

### **Re: Room Rental Sponsorship Request for First Shift Community Hockey Event**

Sooke Minor Hockey has been selected to host *First Shift*. “The NHL/NHLPA First Shift is a program designed to ease kids and their families into the sport of hockey in a fun and friendly environment” (Hockey Canada). We need your help to make this event a success!

As a host association of this community initiative, we are asking for your support with the donation of a room rental at your facility on Wednesday, November 1, 2023 from 12:00 p.m. to 10:00 p.m. In appreciation, we will recognize SEAPARC at the event as a community partner and on our highly engaged social media channels.

Your support will make a difference to keep hockey as accessible as possible for those who wish to participate and benefit from the sport. Given CRD’s value to “work collaboratively with the stakeholders, community partnership and our tenants to build a safe, vibrant and accessible communities where our tenants can feel a sense of pride and belonging,” as a tenant in good standing, I hope you share the feeling that this request is a keen alignment.

Thank you for your time and consideration.

Sincerely,

*Christina Moog*

Sponsorship & Fundraising Coordinator