



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, February 6, 2024

6:30 PM

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

A. Beddows (Chair), D. Little (Vice Chair), N. Dowhy, M. Tait, J. Warner, A. Wickheim, N. Quint

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 2, 2024 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation:

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of January 2, 2024 be adopted as circulated.

Attachments:

Minutes: January 2, 2024

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

- 6.1. Nikki Elliott & Keegan Hardy, CRD Climate Action Programs

7. Commission Business

- 7.1. 2023 Annual Programs and Services Report

Recommendation:

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

Attachments:

Staff Report: 2023 Annual Programs and Services Report
Appendix A: 2023 Annual Programs and Services Report Highlights

- 7.2. Commission Recognition Policy

Recommendation:

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and C-300.18. Further, that the Sooke & Electoral Area Parks & Recreation Commission amend Policy No. P-700.03 Staff and Commission Access to Facilities. Further, that the Sooke & Electoral Area Parks and Recreation Commission adopt Policy No. C-300.01.

Attachments:

Staff Report: Commission Recognition Policies

Appendix A: Policy No. C-300.18 Commission Volunteer Recognition
Appendix B: Policy No. C-300.16 Recognition of Outgoing Commissioners
Appendix C: Policy No. P-700.03 Staff and Commission Access to Facilities
Appendix D: Policy No. C-300.01 Commission Recognition Policy

7.3. Project Updates – Verbal Report

8. Correspondence

9. Notice(s) of Motion

10. New Business

11. Adjournment

12. Next Meeting: March 5, 2024



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, January 2, 2024

6:30 PM

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

Present:

Commissioners: A. Beddows (Chair), N. Dowhy, J. Warner, N. Quint

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

Public: 1

Absent: M. Tait, A. Wickheim

M. Alsdorf called the meeting to order at 6:36 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 2024/2025. 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 2024/2025. Commissioner Little was nominated and accepted his nomination. The Chair called two times for further nominations and, as there was none, Commissioner Little was declared Vice Chair by acclamation.

4. APPROVAL OF THE AGENDA

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

That the agenda for the January 2, 2024 session of the SEAPARC Commission be approved as circulated.

CARRIED

5. ADOPTION OF MINUTES

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

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

CARRIED

6. CHAIR'S REMARKS

The chair welcomed the new members to the commission and expressed his excitement for 2024 with the change in membership and the development of the 2024 Strategic Plan.

7. YOUTH REPORT

Commissioner Quint introduced themselves to the commission and their interest in being on the commission from learning to swim and skate at SEAPARC as a child.

8. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

There were no delegations.

9. COMMISSION BUSINESS

9.1. 2024 Commission Meeting Schedule

M. Alsdorf provided an overview of the report. There was no discussion.

MOVED by Commissioner Warner, **SECONDED** by Commissioner Dowhy,

That the Sooke & Electoral Area Parks and Recreation Commission approve the 2024 Commission Meeting Schedule as presented.

CARRIED

9.2. 2023 Operating Surplus

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

- Financial process
- Impact on fluctuating tax rates year to year if the tax requisition is adjusted based on surplus
- Need for increased funds in capital reserve

That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of 50% of the 2023 operating surplus to the capital reserve and 50% to the equipment replacement fund.

CARRIED

9.3. Commission Recognition Policy

- C. Hoglund provided an overview of the report. The commission discussed the following:
- Family member access to the facility

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

That staff report back at the next meeting with alternative options for Commission recognition and the costs associated with the alternatives.

CARRIED

9.4. SEAPARC Facility Name

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

- Use of the term recreation versus leisure

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Quint,

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to change the name of the SEAPARC Leisure Complex to SEAPARC Recreation Centre.

CARRIED

10. CORRESPONDENCE:

There were no correspondence.

11. NOTICE(S) of MOTION:

There were no notices of motion.

12. NEW BUSINESS:

There was no new business.

13. ADJOURNMENT:

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Quint,

That the January 2, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:13 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, FEBRUARY 06, 2024

SUBJECT 2023 Annual Programs and Services Report

ISSUE SUMMARY

To provide an overview of 2023 programs and services.

BACKGROUND

Throughout 2023, SEAPARC Recreation Centre experienced increased demand on services, particularly drop-in programs and services. Pass sales for the recreation centre in 2022 were \$220,000 and \$385,000 in 2023. Hours of operation increased slightly on weekends providing additional access for the pool and weight room.

SEAPARC Recreation programs and services are promoted through various methods including the website, Facebook page, digital road sign, local media sources and via in-house tools.

Marketing highlights include:

- Website provides online access to all facility and program information, including real-time drop-in schedules. Content is updated regularly.
- Three online Active Living Guides were produced through the year
- Weekly ads were included in the Sooke News Mirror
- 41 January Fit Passes (\$20) were purchased in 2023. This pass includes five drop-in admissions to be used during the month of January. The pass can then be applied towards the purchase of a monthly or annual active pass. These conversion sales resulted in the purchase of four active passes
- 83 Summer Sweat & Splash Youth Passes were purchased. This pass is available to youth 7-18 years, providing unlimited drop-in access for July-August

Special Events:

- A \$2 Family Day Skate was held February 20 with 164 people in attendance
- The annual Community Garage Sale had approximately 800-1,000 visitors
- The annual Festival of Trees event ran November 21-December 27, raising approximately \$7,000 in support of the BC Children's Hospital Foundation. The 2nd annual Santa's Giftshop event was held in conjunction with the Festival of Trees, providing children the opportunity to shop for gifts for their families, by donation, in support of Children's Hospital fundraiser. All items available in the giftshop were donated. The Sooke Harbourside Lions Club once again provided valuable support to these fundraisers.
- Skate with Santa event was held December 17 with over 150 people in attendance. Free admission was sponsored by Bev Berger, Re/MAX Camosun Realtor.

Appendix A provides a brief summary of January to December 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

Growth in the community has contributed to a noticeable increase in SEAPARC Recreation's passholder base as well as an increase in drop-in admission sales. Staff continue to monitor and adapt services to ensure fiscal responsibility.

Service Delivery Implication

Staff continue to adjust and evaluate programs and services in effort to provide a reliable and quality experience and support the community's health and wellness.

CONCLUSION

SEAPARC Recreation continues to monitor and adjust operations in response to community interests and demand. Staff anticipate that the trends experienced through 2023 will continue into 2024.

RECOMMENDATION

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

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

ATTACHMENT(S)

Appendix A: Annual Programs and Services Report 2023

SEAPARC Recreation



2023 Annual Programs & Services Report



SEAPARC Recreation Departments Covered in This Report:

General Information

Aquatics

- Early Years & School Age
- Adult
- Group & Private Lessons
- Aquatic Training

Community Recreation

- Early Years
- Licensed Preschool
- School Age
- Summer Camps
- Adult
- Arena

Fitness & Weights

DeMamie Creek Golf Course

General Information

Memberships & Sales

- Drop-in admissions increased approximately 174% (18,755 in 2022; 51,446 in 2023).
- Membership revenue increased by 75% (\$220,000 in 2022; \$385,000 in 2023).
- Membership scans to access the facility increased by 54% (61,798 in 2022; 95,050 in 2023).

Hours of Operation

- The pool and weightroom weekend hours of operation increased by 4 hours.
- The \$2 admission for youth (7-18 years) on Fridays from 2:15-5:00pm, was introduced in the fall of 2023. This allows access to all drop-in activities that are available during this time frame. Approximately 738 youth (approximately 50 each week) attended the facility during the September-December period to take advantage of the \$2 offerings. Many other youth scanned their active pass and participated as well.



Aquatic Programs

Early Years & School Age

- Water Playland was offered 2 times per week. 10 parents were registered regularly. The program also permitted drop-in access. This was a great time for parents and grandparents to meet and make connections for their kids in the community.
- The synchronized swim program continued through 2023 with a small group of approximately 14. Most of the participants from 2022 continued in 2023.
- The pool was utilized weekly by external groups for physio and therapy sessions.
- The Sooke Lions Club sponsored the Grade 2 swim lesson program. Over 200 students from various Sooke schools participated in the program.
- The Sharks Swim program continued throughout the year with approximately 22 participants. The number of sessions that were offered decreased in 2023 due to instructor availability.
- Red Cross Babysitting continues to be a popular program. Six sessions were offered, with 38 participants obtaining their certificate.
- 96 SD 62 school swims were booked through the year.

Adult

- Adult swim lessons were adjusted from being offered as a drop-in program to a registered program in the fall of 2023. There were two weekly options with a total of 18 participants. An additional instructor was added to the Friday morning time due to popularity. The program received excellent feedback from its participants.
- The Swim Fit program maintains a steady attendance of approximately 12 participants.
- Aqua Fit is consistently well attended. 13 classes are offered weekly. A Saturday morning classes was introduced in 2023. Approximately 25 - 30 participants attend classes, with upwards of 50 at times for the morning sessions. The largest growth has been water walking on Tuesday and Thursday mornings.



Aquatic Programs

Group & Private Swim Lessons

- SEAPARC adopted the Lifesaving Society Learn to Swim program as the Red Cross moved away from swimming in Canada.
- 284 children's swim lesson classes were offered, with 1,418 participants. This was an increase from 191 classes and 1,335 participants in 2022.
- Private Swim Lessons were not offered in 2023, and have been reinstated in January 2024.

Aquatic Training

- Seven Bronze (Bronze Star, Medallion and Cross) courses were offered, with 48 participants, compared to 54 participants in 2022.
- One National Lifeguard course, one Swim Instructor course, one Lifesaving Instructor and two National Lifeguard recertification courses were offered in 2023, with 46 participants, a large increase from 22 total participants in 2022.



Community Recreation Programs

Early Years (Birth to 5 Years)

- Early Years program revenue increased by approximately 64% (\$8,778 in 2022; \$14,392 in 2023).
- The drop-in Kindergym program continues to be well attended with an approximately 40-50 attendees every week.
- The Music and Sounds program that started in 2022 has grown to having a full registration of 18 children every session.
- A new Active Start program was introduced. A total of 33 children participated throughout the year.

Licensed Preschool

- Licensed Preschool registration increased in 2023. The M/W/F class hours were increased from 9-11:30AM to 9AM-1PM in 2023.
- The 2023-2024 program registration is full, with 14 participants in each class.



Community Recreation Programs

School Age (5-18 Years)

- A few new programs were introduced in 2023. Highlights include a spring outdoor beginner Lacrosse program which had 26 participants, a youth Dungeons and Dragons program, with full registration each session (8-16 depending on the session), and fall Pro-D Basketball camp that had 14 participants.
- 26 youth aged 7-18 years, participated in the first ever Kids Creative Craft Fair, selling their handmade crafts and treats. Approximately 80 people attended and supported our youth's creative crafts.

Summer Camps (5-13 Years)

- Camp revenue decreased by approximately 2% (\$98,441 in 2022; \$96,307 in 2023). While additional spots were made available in 2023 in the SEAPARC adventure camps, a contract program had to cancel their camps due to staff availability.
- Early Years Summer Camp revenue increased by approximately 26% (\$3,760 in 2022; \$4,736 in 2023). Early years camps were increased to 6 weeks.
- A special event day was included for the school age camp programs every week that offered unique activities including inflatable water slides and bouncy castles, a circus and magic show, and a day to splash at the river.



Community Recreation Programs

Adult (19+ Years)

- Drop-in Pickleball is now offered 3 times a week (increased from 2 times a week).
- Social Ballroom Dance was introduced in 2023. The number of participants has gradually increased from six to ten.
- Golf clinics were offered through the season. Registration has been low. Clinics included time at both DeMamiel Creek and Victoria Golf Centre, where there is a driving range.
- 2nd Annual Golf Tournament was organized and had 22 participants.

Arena

- Program revenue increased by approximately 61% (\$11,443 in 2022; \$18,430 in 2023).
- Skate Lesson registration increased by approximately 23% (205 registrations in 2022; 254 in 2023)
- The Friday \$2 Youth Skates averaged 48 youth in attendance each week.
- The Tuesday evening Everyone Welcome Skates continue to be busy. Up to 100 people participate on a weekly basis.
- A combined Drop-in Skate and Family and Friends Hockey was added on Friday mornings. Approximately 20-30 people attend weekly.
- 65 School Skates were booked.



Fitness & Weights Programs

Youth & Adult (13+ Years)

- Weight Room visits increased by approximately 69% (27,054 in 2022; 45,737 in 2023). This number represents pass scans and drop-in visits.
- The number of registered and drop-in fitness classes offered increased by 46% (24 per week in 2022; 35 per week in 2023).
- Youth Weight Room Orientations increased by 3% (139 in 2022; 143 in 2023).
- Personal Training sessions decreased by 66% (182 in 2022; 62 in 2023). This was due to the vacant Fitness Coordinator position, resulting in less sessions booked between July-September.

DeMamiel Creek Golf Course

Youth & Adult (8+ Years)

- Course was open March 27 to November 4.
- Adult season pass sales increased by 16% (\$43,202 in 2022; \$49,988 in 2023).
- Youth season pass sales increased by 180% (\$1,590 in 2022; \$4,500 in 2023). This could be attributed to a reduction in the fee for 2023 in effort to encourage more youth participation.
- Almost 10,000 green fee admissions in 2023 in addition to passholder rounds.
- 5 Private tournament rentals were booked.





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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, FEBRUARY 06, 2024

SUBJECT Commission Recognition Policies

ISSUE SUMMARY

To seek approval to rescind Policy No. C-300.16 Recognition of Outgoing Commission Members and Policy No. C-300.18 Commission Volunteer Recognition, to amend Policy No. P-700.3 Staff and Commission Access to Facilities Policy, and to adopt Policy No. C-300.01 Commission Recognition Policy.

BACKGROUND

Staff brought forward a report at the January 2, 2024 Commission meeting, recommending revisions to the current policies that refer to how Commission members are recognized for their terms of service. The report was referred back to staff to provide additional options for consideration.

A review of policies is required to ensure they still fit the current purpose and provide clear direction to staff. The Commission Volunteer Recognition policy was last reviewed in January 2019, the Staff and Commission Access to Facilities Policy was reviewed in November 2013, and the Recognition of Outgoing Commission Members policy last reviewed in February 2012.

Having three different policies reference Commission recognition creates confusion and duplication. Amending policy No. 700.3 by removing all references to the Commission, rescinding No. C-300.16 and C-300.18, and adopting one policy that reflects the Commission's access and recognition guidelines will streamline existing policies and provide clear direction.

The current three policies reference the following:

- Commission members receive a SEAPARC Active Pass
- Commission members receive a 20% discount on pro shop sale items
- Volunteer Commission members receive a \$100 gift certificate annually
- Commission family members receive an Active Pass during the term of service
- Outgoing members receive a letter and plaque of acknowledgement, and a one-year SEAPARC Active Pass

The Active Pass provides free drop-in access to Commission members during their term of service. This allows them to be directly familiar with the broad spectrum of services that SEAPARC Recreation offers and recognize their contributions to SEAPARC. Providing a discount on pro shop sale items as well as free drop-in access to family members as an extension of the members' service, are not a benefit typically gifted to appointed or elected officials, or volunteers. Providing volunteer appointees an annual gift certificate is also not a typical process of a Commission.

Staff recommend the following options be included in the new policy:

- A SEAPARC Active Pass for each Commission member during their term of service

- A card of acknowledgement for all members at the end of their term
- A gift card of up to \$100 for volunteer members at the end of their term
- 50% discount on the purchase of a pass for a spouse/partner and their dependents during a Commission member's term of service. The discount is not extended to drop-in admission fees.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and Policy C-300.18.

Further, that the Sooke & Electoral Area Parks and Recreation Commission amend Policy No. P-700.03 Staff and Commission Access to Facilities policy.

Further, that the Sooke & Electoral Area Parks and Recreation Commission adopt Policy No. C-300.01.

Alternative 2

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

IMPLICATIONS

Financial Implications

The recommendations to rescind and amend the referenced policies will have minimal financial impact and will provide consistent direction for annual expenditures for Commission recognition.

Service Delivery Implications

This amendment will ensure that hours of service continue to be recognized.

CONCLUSION

Creating one policy to acknowledge Commission members terms of service will provide staff with consistent direction, will streamline the existing policies and ensure SEAPARC's policy is in line with comparable services.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and Policy C-300.18.

Further, that the Sooke & Electoral Area Parks and Recreation Commission amend Policy No. P-700.03 Staff and Commission Access to Facilities.

Further, that the Sooke & Electoral Area Parks and Recreation Commission adopt Policy No. C-300.01.

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

ATTACHMENT(S)

Appendix A: Policy No. C-300.18
Appendix B: Policy No. C-300.16
Appendix C: Policy No. P-700.03
Appendix D: Policy No. C-300.01

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SUBJECT: C - 300
POLICY NO.: C - 300.18

SUBJECT: COMMISSION – Commission Volunteer Recognition

1. To provide recognition for the many hours of volunteer service contributed by community volunteer appointees to the Commission.
2. A \$100 gift certificate to a local restaurant will be presented annually to each volunteer appointee to the Commission (non-elected).
3. Policy No. F-200.8 (Annual Dinner) providing funds for an annual dinner for Commission members will be rescinded.
4. The \$1,200 “Annual Dinner” budget will be reallocated to cover costs related to ~~both Employee Long Service Recognition and~~ Commission Volunteer Recognition (Policy P-700.4)

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: C-300
POLICY NO.: C-300.16

SUBJECT: COMMISSION – Recognition of Outgoing Commission Members

The Commission may choose to recognize outgoing members for their contributions to parks and recreation in the Sooke & Electoral Area.

1. Staff shall be responsible for drafting and issuing an acknowledgment letter signed by the Regional Directors.
2. Staff shall be responsible issuing a plaque of acknowledgement.
3. Subject to the restrictions of the Community Charter, staff shall be responsible for issuing a year swim pass.

Authorized by Resolution

Effective Date: November 18, 2004

Revision Date: February 8, 2012

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: P -700
POLICY NO.: P - 700.03

SUBJECT: PERSONNEL – Staff & Commission Access to Facilities and Programs

Drop in activity passes will be extended to staff, Commission, and Commission family members as a means of encouraging participation in, observation of, and familiarization with leisure services offered by the Commission.

Consideration for Commission/Staff Pass Holders

1. The pass is valid for all drop in activities scheduled at SEAPARC Leisure Complex. Passes are to be used only during appropriate and scheduled times.
2. The pass is only to be used by the person to whom it is issued.
3. The pass is to be shown at the Reception desk each time it is used. Failure to present the pass will result in the expectation that the individual pay the appropriate admission fee.

Considerations

- The pass is a privilege, not a right. This courtesy is extended so that staff and Commission members are encouraged to enjoy various recreation opportunities as well as become familiar with the broad spectrum of leisure services offered by the Commission.
- Passes shall be extended to staff, Commission, and Commission family members.
- When an individual leaves the service of the Commission, he or she will return the pass and will no longer benefit from its associated privileges.

Consideration for Family Members

Membership passes are available to family members of staff at a discount of 50% once a staff member has completed his or her probation period. This discount does not apply to drop-in admission fees.

Discounts: Pro Shop

Staff and Commission members are entitled to a 20% discount on all pro-shop sale items.

Authorized by Resolution

Effective Date: November 1, 2013

Revision Date: October 2, 2013

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

Definitions

Staff

For purpose of this policy, staff is considered anyone who is presently employed in a regular (full-time and part-time) or auxiliary position.

Family Members

For purpose of this policy, family members are considered as follows:

- The Commissioner's/employee's spouse/partner living in the same household.
- The Commissioner's/employee's dependant children under the age of majority living at home.

Probationary Period

For purpose of this policy, the probationary period for staff is as follows:

Regular employee – six (6) consecutive months from the date of hire.

Auxiliary employee – equal in length of time to the hourly equivalent of a regular employee (1040 hours).



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CAPITAL REGIONAL DISTRICT COMMISSION POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	Commission Recognition Policy		
Adopted Date		Policy Number	C-300.01
Last Amended			
Policy Owner	SEAPARC		

1. POLICY:

A policy to recognize members for their contributions to the Sooke & Electoral Area Parks and Recreation Commission.

2. PURPOSE:

To provide staff direction and a consistent process for recognizing Commission members for their service.

3. SCOPE:

Staff shall administer Commission Recognition as outlined in the policy.

4. DEFINITIONS:

SEAPARC Commission: Sooke & Electoral Area Parks and Recreation Commission is comprised of elected and appointed representation from the areas of District of Sooke and Juan de Fuca Electoral Area and administers services at the SEAPARC Leisure Complex and recreation programs for the District of Sooke and the western portion of the Juan de Fuca Electoral Area.

Members: Individuals appointed to terms of service to the Sooke & Electoral Area Parks and Recreation Commission by the District of Sooke Council and Juan de Fuca Electoral Area Director or CRD Board

Appointment Terms: Terms of service that are designated by the Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 2788

Family: For purposes of this policy, family consists of a spouse/partner and dependents living in the same household as the Commission member. Dependents are those under the age of majority.

5. PROCEDURE:

Staff will issue an Active Pass at the beginning of the Commission member's term of service. The pass will be cancelled at the end of the Commission member's term.

Commission members will have the option to purchase family members an Active Pass at a 50% discount. This pass will be cancelled at the end of the Commission member's term.

Staff will issue each Commission member a card of acknowledgement at the end of their term of service.

Staff will issue a gift certificate up to a \$100 value, to volunteer appointees to the Commission at the end of their term of service.

6. SCHEDULE:

Adoption Date	Description:
	<i>SEAPARC Commission</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

Amended: P- 700.3 Staff and Commission Access to Facilities Policy

Rescinded: C-300.16 Recognition of Outgoing Commission Members

Rescinded: C-300.18 Commission Volunteer Recognition