



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, March 5, 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 February 6, 2024 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of February 6, 2024 be adopted as circulated.

Attachments: Minutes: February 6, 2024

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

7.1. Video Surveillance Policy Update

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. A-100.27 Video Surveillance.

Attachments: Staff Report: Video Surveillance Policy Update
Appendix A: Policy No. A-100.27 Video Surveillance

7.2. Complimentary Passes, Donation & Promotion Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.04 Complimentary Pass, Donation & Promotion.

Attachments: Staff Report: Complimentary Pass, Donation & Promotion Policy
Appendix A: Policy No. A-100.04 Complimentary Pass, Donation & Promotion

7.3. 2023 Year End Financial Report

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

Attachments: Staff Report: 2023 Year End Financial Report
Appendix A: SEAPARC Statement of Operations – December 2023

8. Correspondence

9. Notice(s) of Motion

10. New Business

11. Adjournment

12. Next Meeting: April 2, 2024



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, February 6, 2024

6:30 PM

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

Present:

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

Staff: M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; N. Elliott, Manager Climate Action Programs; K. Hardy, Corporate Energy Specialist; M. MacKeigan, Administrative Secretary (Recorder)

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

That the agenda for the February 6, 2024 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

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

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

CARRIED

4. CHAIR'S REMARKS

The chair welcomed and introduced the CRD staff presenting on CRD Climate Action Programs.

5. YOUTH REPORT

Commissioner Quint reported that a current topic of conversation among the students at Edward Milne Community School is the traffic congestion before and after school. This presents a challenge and safety concern for students as learners and new drivers.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

6.1.1. Presentation: Nikki Elliott (Manager Climate Action Programs) and Keegan Hardy (Corporate Energy Specialist), CRD; Re: CRD Climate Action Programs

N. Elliott and K. Hardy spoke to item 6.1.1 and provided a PowerPoint presentation.

The commission discussed the following:

- Heat Recovery Project impact on service delivery
- Solar collection
- Cold capture
- Electrical use and equipment upgrades
- Grant opportunities and success rates

6.2. Delegations

There were no delegations.

7. COMMISSION BUSINESS

7.1. 2023 Annual Programs and Services Report

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

- Planning timeline for 2024 summer programs and camps
- Increase in youth accessing the golf course
- Participation growth in advanced aquatic training
- Revenue increase in membership sales
- Program offerings in JDF electoral area

This report was received for information.

7.2. Commission Recognition Policy

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

- Family member access to the facility
- CRD equity across commissions and committees

MOVED by Commissioner Little, **SECONDED** by Commissioner Dowhy,

1. That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and C-300.18.
2. That the Sooke & Electoral Area Parks & Recreation Commission amend Policy No. P-700.03 Staff and Commission Access to Facilities.

3. That the Sooke & Electoral Parks and Recreation Commission adopt Policy No. C-300.01 with the amendment to include the issue of a SEAPARC Family Active Pass to commission members during their term of service.

CARRIED

7.4. Project Updates – Verbal Report

- M. Alsdorf provided an update on several SEAPARC Recreation projects;
- Drafted a land lease agreement of 25 years for the skate park with SD62
 - The SD62 Joint Use Agreement is under review
 - The RFP for conceptual design of the skate park closed with two qualified companies under consideration
 - The Call for Credentials for the Strategic Plan closes on Friday February 9
 - The replacement digital road sign and backlit signs will be installed by month end
 - Shortlisting for the Manager of Operations position is underway

The commission discussed the following topics:

- Solar collection on existing facility
- Learnings from COVID experience

This report was received for information.

8. CORRESPONDENCE:

There were no correspondence.

9. NOTICE(S) of MOTION:

There were no notices of motion.

10. NEW BUSINESS:

The commission shared the following:

- Success of the trail from Drennan Street to SEAPARC Recreation Centre, increases access to the facility for students from Sooke Elementary.
- Cleanliness of the facility is appreciated.
- Quality of the arena ice
- Trail connection from Sunriver to Poirier Elementary School received funding
- Ongoing transportation issues with BC Transit is a region wide issue, not specific to Sooke.

11. ADJOURNMENT:

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

That the February 6, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 8:30 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MARCH 05, 2024

SUBJECT Video Surveillance Policy Update

ISSUE SUMMARY

To revise the SEAPARC video surveillance policy.

BACKGROUND

The video surveillance policy was adopted January 17, 2019 to provide staff guidance around access, monitoring and storage of video data in alignment with the Freedom of Information and Protection of Privacy Act (FOIPPA) and Regulations.

SEAPARC Recreation Centre will be replacing the video surveillance cameras and operating system this year, providing improved privacy and video monitoring. This has prompted staff to review the video surveillance policy and alignment with CRD policies.

Recommended policy revisions include:

- Update to new policy template
- Consolidated responsibilities and access information
- Addition of signage requirements
- Addition of information regarding data retention, use and disclosure

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. A-100.27 Video Surveillance.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission refer the policy back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

The revised policy provides clear direction to staff regarding video surveillance access, data use, retention and disclosure, as well as expectations of signage in alignment with FOIPPA and CRD Video Surveillance Policy.

CONCLUSION

The SEAPARC video surveillance policy requires updates as part of regular review to ensure alignment with CRD policies and equipment upgrades.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. A-100.27 Video Surveillance.

Submitted by: Melanie Alsdorf, Manager, SEAPARC Recreation
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ATTACHMENT(S)

Appendix A: Policy No. A-100.27 Video Surveillance



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	VIDEO SURVEILLANCE		
Adopted Date	January 17, 2019	Policy Number	A-100.27
Last Amended	January 17, 2019		
Policy Owner	SEAPARC Recreation		

1. POLICY:

SEAPARC Recreation has a video surveillance system for SEAPARC Recreation Centre and DeMamiel Creek Golf Course. A Privacy Impact Assessment (PIA) has been approved that demonstrates assessment and mitigation of privacy concerns related to the capture and storage of video surveillance data under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and Regulations. The PIA outlines that policies and procedures are in place for the security of personal information during collection, use and disclosure of video surveillance data. All CRD staff are required to receive basic Freedom of Information training.

This policy directs the use of video surveillance equipment at SEAPARC Recreation locations and personnel authorized to use it.

2. PURPOSE:

To identify and authorize roles and responsibilities in the SEAPARC Recreation Video Surveillance System to ensure appropriate business use and compliance with the *Freedom of Information and Protection of Privacy Act* and Regulations.

SEAPARC Recreation may collect personal information by the CCTV surveillance system for the purposes of recording conduct of individuals for the following purposes:

- To assist in the preservation of Commission property and the property of others located on the premises;
- To improve personal safety on the premises;
- To deter unlawful acts;
- To assist Commission staff and law enforcement agencies with regard to the investigation of any unlawful act that may occur on the premises.

The determination of the need for surveillance at any particular location shall take into consideration the history of incidents, the safety of staff and whether such surveillance would be effective in dealing with or preventing future incidents.

3. SCOPE:

This policy applies to all CRD staff.

5. PROCEDURE:

The SEAPARC Manager shall be responsible for authorizing the use of video surveillance. The authorization shall include the location and field of view of any CCTV surveillance system, whether and when the system may be monitored and/or recorded, and where signals and data from the system will be

monitored and or recorded. Day-to-day authority for the continuing use, maintenance, and record-keeping of authorized CCTV surveillance systems may be delegated to a Manager or Supervisor of the applicable area of the department. CCTV will not monitor or record the insides of washrooms, change rooms, offices, staff rooms or other areas where there is a higher expectation of privacy.

There are 3 user access levels:

1. Viewer
 - a. Access to Live Camera Streams
2. Operator
 - a. Access to Live Camera Streams
 - b. Access to Recorded Video
3. Administrator
 - a. Full access to entire system, including all cameras, I/O ports, and views
 - b. This includes all network configuration and is limited to IT personnel

User Lists may be modified by IT at SEAPARC Managers request.

Access will be as follows:

Viewer	Reception staff
Operator	Manager, Program Services Manager, Manager of Operations
Administrator	IT

Public Notice

Signs will be posted in the area(s) or entrances to areas where video surveillance is taking place to notify the public of reasons for the surveillance and provide the contact information of a CRD representative who can answer questions about the surveillance.

Retention, Use and Disclosure of Personal Information

Video data is stored on a server for 30 days before being overwritten. Any data which is downloaded for the purposes of incident investigation will be stored securely on a Manager’s hard drive. Records will be retained/destroyed according to CRD records classification system and retention schedule.

Any request for access to video surveillance records should be forwarded to the Manager, FOI and Privacy to process.

Records will only be accessed/viewed for specific purposes, such as when an incident has been reported.

7. AMENDMENT(S):

Adoption Date	Description:
January 17, 2019	<i>Approved by Commission</i>

8. REVIEW(S):

Review Date	Description:
March 5, 2024	<i>Revise policy to align with corporate and departmental policies.</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

CRD Video Surveillance Policy – May 2013

SEAPARC Security Camera Upgrade Privacy Impact Assessment (PIA#23-045) – December 2023



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**REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, MARCH 05, 2024**

SUBJECT Complimentary Pass, Donation & Promotion Policy

ISSUE SUMMARY

To introduce a policy to guide staff on the distribution of complimentary passes and handling of donation and promotional item requests.

BACKGROUND

SEAPARC Recreation staff receive requests for donations or promotional items from individuals and organizations. There are also situations where it may be advantageous or required to distribute complimentary passes to the public. Staff have drafted a policy to provide staff guidance on a fair and equitable approach to these situations based on an informal procedure that is already in place. Staff reviewed similar policies in other jurisdictions for guidance.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.04 Complimentary Pass, Donation & Promotion.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Staff will have a clear policy to manage requests consistently that is fair and equitable.

CONCLUSION

The policy will provide staff guidance on managing complimentary passes, donation, and promotional requests consistently and equitably.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.04 Complimentary Pass, Donation & Promotion.

Submitted by: Melanie Alsdorf, Manager, SEAPARC Recreation
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ATTACHMENT(S)

Appendix A: Policy No. A-100.04 Complimentary Pass, Donation & Promotion



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	COMPLIMENTARY PASSES, DONATIONS & PROMOTION		
Adopted Date	March 5, 2024	Policy Number	A-100.04
Last Amended	March 5, 2024		
Policy Owner	SEAPARC Recreation		

1. POLICY:

This policy provides guidelines and procedures for SEAPARC Recreation staff and members of the public to ensure complimentary passes and/or promotional items are distributed in a standardized manner.

2. PURPOSE:

To provide a fair and equitable approach to the distribution of complimentary passes, donation requests and promotional items.

3. SCOPE:

This policy applies to SEAPARC Recreation staff and anyone with a donation/promotional request.

4. PROCEDURE:

Complimentary Passes

SEAPARC Recreation staff may distribute complimentary passes for:

1. Unscheduled facility closures, facility/equipment failures and power outages
2. Customer service such as program dissatisfaction and program cancellations/mix-ups
3. Promotion for first time to encourage participation
4. Volunteer appreciation

Complimentary passes will be numbered and include an expiry date (up to 3 months) and initial of the person authorizing the pass. The Complimentary Pass Distribution Log must be completed at reception for any passes issued.

Complimentary passes for any other means are consideration a donation/promotional request and should be directed to the Program Services Manager.

Donation/Promotional Requests

Eligibility Criteria

Internal Events

Event examples: Halloween Skate, National Senior Day, United Way, Bike to Work Week

- Prizes/draws
- Incentive for participants

External Events – Sooke & Electoral Area Sponsored Community Events

Event examples: All Sooke Days, Sooke Fall Fair, Canada Day

- Prizes/draws to benefit the community
- Incentive for participants
- Silent Auctions
- Volunteer appreciation

Requests must meet the eligibility criteria and may include, but are not limited to admissions, single use passes, multiple visit passes, monthly memberships, and promotional items. Only one request per annum will be approved for each organization.

Requests must be submitted to the Program Services Manager and include the name of the organization, type, and date of event.

Eligibility requirements for external organizations:

- No political affiliation
- Not-for-profit or charitable agency in the Sooke & Electoral Area
- Events that do not have a not-for-profit status but are comprised of health, wellness, recreation, or art. These events must have community involvement in Sooke & Electoral Area
- Sport and recreation organizations in the Sooke & Electoral Area
- School District 62
- Federal, provincial or regional initiatives relating to health and wellness

Appearances at special events will be at the discretion of SEAPARC Recreation staff. General eligibility criteria are that the organization must meet the above criteria for external organization and the event must be open to the public at no cost.

Facility Lobby Displays

Requests to display materials or operate a booth in facilities operated by SEAPARC Recreation will be evaluated and approved based on alignment with our mandate of health and wellness promotion.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
March 5, 2024	<i>New policy to guide complimentary pass distribution and donation/promotional requests.</i>

8. REVIEW(S):

Review Date	Description:
None	

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

SEAPARC Recreation Fees and Charges Policy



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**REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, MARCH 05, 2024**

SUBJECT 2023 Year-End Financial Report

ISSUE SUMMARY

To inform the Commission of the year-end financial data for 2023.

BACKGROUND

At the January 2, 2024, meeting, the Sooke & Electoral Area Parks and Recreation Commission approved the 2023 operating surplus be transferred as follows: 50% to capital reserve, 50% to equipment replacement fund.

The final operating surplus for the year ending December 31, 2023, was \$191,876.02. The year-end financials for 2023 are complete, and a summary of the operating revenues and expenses for the year are shown on the attached document (Appendix A). The transfer of \$95,938.01 to capital reserve, \$95,938.01 to equipment replacement fund is reflected in the following balance of reserves summary.

The operating surplus was a result of the following:

1. \$293,805 additional contribution from direct operations
2. (\$101,928) from additional indirect expenses

Balance of reserves at December 31, 2023:

Equipment Replacement Fund (ERF) (after transfer of 2023 surplus)	\$ 274,908
Capital Reserves (after transfer of 2023 surplus)	\$ 1,008,222
Operating Reserve	\$ 36,335

Ratio 2023 operating funded by:

- Total 2023 operations and transfers were 35% funded by the users
- Excluding debt, 2023 operations and transfers were 36% funded by the users

CONCLUSION

The practice of building capital, equipment, and operating reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of SEAPARC Recreation Centre as an infrastructure dependent service. As with all capital reserve funds, the resources to build the proposed reserve funds can either be part of the respective services 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.



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RECOMMENDATION

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

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
Concurrence:	Michael Medland, Senior Financial Advisor, CRD

ATTACHMENT

Appendix A: SEAPARC Statement of Operations – December 2023

APPENDIX A

SEAPARC

STATEMENT OF OPERATIONS (12 MONTH ENDING - December 31, 2023)

	% of Budget Utilized	2023	2023	2022	Actual YTD Difference	
		BUDGET	YTD 11,658	YTD Dec-31	Dollars	%
DIRECT OPERATING REVENUES						
Admissions & Membership passes	174%	482,075	839,444	536,000	303,444	36%
Programs	108%	420,650	453,864	345,831	108,033	24%
Rentals	113%	320,851	362,974	349,417	13,558	4%
Resale goods, concession	228%	27,860	63,448	23,043	40,405	64%
Advertising	111%	6,400	7,090	3,400	3,690	52%
Sponsorships, grants, donations	356%	5,524	19,641	10,206	9,435	48%
Other (commissions, fees)	110%	34,457	37,795	26,312	11,482	30%
TOTAL OPERATING REVENUES	137%	1,297,817	1,784,256	1,294,210	490,046	27%
DIRECT OPERATING EXPENSES						
Contract & instructional services	135%	51,164	68,942	62,581	6,360	9%
Operating supplies	135%	145,243	195,595	147,719	47,876	24%
Repairs & maintenance (pool, arena, golf, outdoor)	134%	138,253	184,586	132,694	51,892	28%
Rentals	0%	13,000	-	-	-	#DIV/0!
Travel & vehicle costs	175%	14,128	24,760	18,594	6,166	25%
Wages & benefits	106%	1,334,412	1,420,300	1,156,461	263,839	19%
Other (staff training, licences, fees, grants in aid)	52%	11,065	5,717	7,075	1,358	-24%
TOTAL DIRECT OPERATING EXPENSES	111%	1,707,265	1,899,899	1,525,123	374,776	20%
CONTRIBUTION DIRECT OPERATIONS	28%	- 409,448	- 115,643	- 230,913	115,270	-100%
INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE						
Advertising & promotion	152%	18,422	27,990	24,805	3,185	11%
Contract for services & legal	80%	8,772	7,047	3,986	3,061	43%
CRD Charges (IT, HR, Ops, labour)	106%	272,184	289,191	235,924	53,267	18%
Insurance	99%	32,370	32,100	30,960	1,140	4%
Licences, fees and dues	226%	19,416	43,855	22,342	21,513	49%
Repairs and maintenance	162%	48,108	77,738	96,357	18,619	-24%
Rentals	173%	1,600	2,765	1,843	922	33%
Supplies	129%	65,444	84,534	72,029	12,505	15%
Utilities	96%	281,575	271,483	310,451	38,968	-14%
Travel & vehicle costs	65%	11,100	7,212	10,872	3,660	-51%
Honoraria	0%	1,000	-	-	-	#DIV/0!
Wages & benefits	103%	1,494,813	1,536,529	1,393,188	143,341	9%
Other (meetings, print costs, staff training, courier, postage)	90%	23,650	21,257	27,084	5,827	-27%
Contingency	0%	20,604	-	-	-	#DIV/0!
TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE	104%	2,299,058	2,401,701	2,229,841	171,860	7%
INDIRECT REVENUES						
TOTAL INDIRECT REVENUES	13215%	120	15,858	11,779	4,078	26%
NET CONTRIBUTIONS (DEFICIT)	92%	- 2,708,386	- 2,501,486	- 2,448,975	- 52,511	2%
TRANSFERS & DEBT						
Transfers to Capital Reserve Fund	100%	340,000	340,000	320,000	20,000	6%
Transfers to Equipment Replacement Fund	100%	110,000	110,000	110,029	29	0%
Debt-interest payments	149%	34,202	50,933	34,943	15,990	31%
Debt-principle payments	98%	80,486	78,668	79,845	1,177	-1%
M.F.A. Debt Reserve Fund - Arena other debt	192%	120	231	162	69	30%
TOTAL TRANSFERS & DEBT	103%	564,808	579,832	544,979	34,853	6%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS						
Requisition	100%	3,218,445	3,218,445	3,141,343	77,102	2%
Prior Year Surplus	100%	54,750	54,750	-	54,750	100%
NET OPERATIONS	19187650%	1	191,877	147,389	44,488	23%