



# Capital Regional District

## Notice of Meeting and Meeting Agenda

### Sooke & Electoral Area Parks and Recreation Commission

---

Tuesday, April 2, 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 March 5, 2024 Sooke & Electoral Area Parks and Recreation Commission.

**Recommendation:** That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of March 5, 2024 be adopted as circulated.

**Attachments:** Minutes: March 5, 2024

#### 4. Chair's Remarks

#### 5. Youth Report

#### 6. Presentations/Delegations

#### 7. Commission Business

- 7.1. 2024 Capital Plan Amendment

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board: That the 2024 SEAPARC Capital Plan be amended to include an additional \$70,000 from capital reserves to fund gutter replacement and building system balancing at SEAPARC Recreation Centre.

**Attachments:** Staff Report: 2024 Capital Plan Amendment

- 7.2. 2024-2025 Fees and Charges – SEAPARC Recreation

**Recommendation:** 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 2024-2025 Fees and Charges Bylaw for SEAPARC Services.

**Attachments:** Staff Report: 2024-2025 Fees and Charges – SEAPARC Recreation

## Appendix A: Proposed 2024-2025 Fees and Charges

## 7.3. Dry Floor Rental Policy

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. A-100.26 Dry Floor Rental.

**Attachments:** Staff Report: Dry Floor Rental Policy  
Appendix A: Policy No. A-100.26 Dry Floor Rental  
Appendix B: Policy No. A-100.03 Facility Rental

## 7.4. Skate Park Conceptual Design – Verbal Update

**8. Correspondence****9. Notice(s) of Motion****10. New Business****11. Adjournment****12. Next Meeting: May 7, 2024**



## Meeting Minutes

### Sooke & Electoral Area Parks and Recreation Commission

---

Tuesday, March 5, 2024

6:30 PM

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

---

**Present:**

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

**Staff:** M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; 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 Warner, **SECONDED** by Commissioner Little,

That the agenda for the March 5, 2024 session of the SEAPARC Commission be approved as circulated.

**CARRIED**

#### 3. ADOPTION OF MINUTES

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

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

**CARRIED**

#### 4. CHAIR'S REMARKS

The new digital road sign and facility signage looks great and interested in feedback from the community.

#### 5. YOUTH REPORT

Bullying and mental health is an important topic among youth, the Erase Program includes an online tool to report concerns within the school community. Posters are available with a QR code to link to the reporting tool, these are best placed in private areas such as washroom stalls.

## 6. PRESENTATIONS/DELEGATIONS

### 6.1. Presentations

- There were no presentation.

### 6.2. Delegations

- There were no delegations.

## 7. COMMISSION BUSINESS

### 7.1. Video Surveillance Policy Update

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

- Facility Signage and FOIPA requirements
- Camera Locations
- Image Quality
- Data Storage
- Use of the Video Surveillance

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

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

**CARRIED**

### 7.2. Complimentary Passes, Donation & Promotion Policy

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

- Clarity around the reference to “Appearances at special events...”
- Facility access for newcomers to Canada

**MOVED** by Commissioner Warner, **SECONDED** by Commissioner Bateman,

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

**CARRIED**

### 7.3. 2023 Year End Financial Report

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

- Impact of increased facility usage on facility condition and repairs
- Replacement cost of the ice resurfacer
- Facility generator

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:

- The Port Renfrew sewage treatment plant is expanding, and the current back-up generator will be replaced. The generator may be available for purchase.

**11. ADJOURNMENT:**

**MOVED** by Commissioner Bateman, **SECONDED** by Commissioner Dowhy,

That the March 5, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:02 pm.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



Making a difference...together

## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, APRIL 02, 2024

---

**SUBJECT**     2024 Capital Plan Amendment

### **ISSUE SUMMARY**

To seek approval from the Capital Regional District (CRD) Board to amend the 2024 Capital Plan to include funding for gutter replacement and building system balancing.

### **BACKGROUND**

#### **Building System Balancing**

The building system balancing project was in the 2022 Capital Plan but was not completed. It was missed as a carryover in the 2023 and 2024 budgets. This project should be completed in 2024 to ensure that the six separate heating, ventilation, and air conditioning (HVAC) systems in the facility operate in sync. The systems were last balanced in 2019 prior to the opening of the Weight Room and Fitness Studio additions. As replacement fans and different components of the various HVAC and dehumidification systems have been replaced over the previous five years it is essential that air balancing is both tested and adjusted to ensure peak and proper performance. The cost to complete this work is \$15,000.

#### **Gutter Repair/Replacement**

The arena gutters were last replaced in the mid-1990's and have surpassed their life expectancy. Regular annual maintenance has been completed and necessary repairs have been made, however corrosion and deterioration are evident in many areas particularly in and around seams and downspouts. The expansion and contraction of the gutters due to environmental pressure have caused failure with resulting water penetration in several areas. The water infiltrations are particularly damaging in the visitor change rooms and storage areas underneath the bleachers. In addition to increasing the humidity in the arena these leaks can be impactful on electrical connections which can impact the delivery of services.

At the September 6, 2022 Sooke & Electoral Area Parks & Recreation Commission meeting, the Commission recommended the 2023-2027 5-Year Capital Plan approval to the CRD Board. This Capital Plan included \$20,000 in funding for gutter repair or replacement as the SEAPARC Recreation Centre gutters have reached end of life. Staff investigated options and costs for this project in 2023 and determined that the best course of action is gutter replacement. Quotes for the project exceeded the \$20,000 budget. \$55,000 is required to complete this work.

A 2024 Capital Plan amendment for \$70,000 funded by capital reserves is required to proceed with these projects in 2024.

**ALTERNATIVES**

*Alternative 1*

That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board: That the 2024 SEAPARC Capital Plan be amended to include an additional \$70,000 from capital reserves to fund gutter replacement and building system balancing at SEAPARC Recreation Centre.

*Alternative 2*

That the report is referred to staff for additional consideration.

**IMPLICATIONS**

*Service Delivery Implications*

Completing these projects in 2024 will prevent facility damage and ensure that facility systems operate as expected.

*Financial Implications*

The current 2024 Capital Plan expects the capital reserve fund to be \$718,722 at the end of 2024 based on planned projects. This amendment will mean that the expected capital reserve fund balance is \$648,722 at the end of 2024. This will not impact requisition.

**CONCLUSION**

A Capital Plan amendment is required in 2024 to complete projects to replace the gutters and building system balancing at SEAPARC Recreation Centre. This would be funded by capital reserves and would total \$70,000.

**RECOMMENDATION**

That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board: That the 2024 SEAPARC Capital Plan be amended to include an additional \$70,000 from capital reserves to fund gutter replacement and building system balancing at SEAPARC Recreation Centre.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
Concurrence:	Larisa Hutcheson, P. Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, APRIL 02, 2024

---

**SUBJECT**     **2024-2025 Fees and Charges – SEAPARC Recreation**

### **PURPOSE**

To provide the Sooke & Electoral Area Parks and Recreation Commission with recommendations for the 2024-2025 Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2024.

### **BACKGROUND**

Each year, all Capital Regional District (CRD) recreation centres are required to review and analyze their fees and charges and recommend any changes for approval by the CRD Board.

The annual process for reviewing Fees and Charges includes consideration of:

- past and actual budgeted expenses and revenues
- activity and usage levels
- recognition of desired recovery rates and operational deficits
- operational assumptions regarding access, facility enhancements and recovery
- fees and charges at other municipal recreation departments
- previous year's fee increases
- social & economic conditions; and
- SEAPARC Fees & Charges Policy

The primary consideration in the review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

Wages, operating costs, and inflation impact the cost to operate facilities and deliver programs and services. While membership pass sales and admissions have increased over the past two years, they are expected to plateau through 2024-2025. Staff have considered the balance of expected revenues and escalating costs, recreation fees across the region, and previous rate increases and are recommending a 3% to 5% increase to most fees. Fees and charges are updated annually in amendments to Bylaw No. 3623, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009", which contains fees for all CRD recreation centres.

### **Proposed Fees and Charges Adjustments and Changes**

- *Increase to single admission, per visit and timed passes:* The proposed increases establish SEAPARC Recreation rates in line with the regional average while recognizing the value included in the timed passes.
  - Child and youth single admission rates increase 3%, student, adult and senior rates increase 4-5% and all timed passes increase 3-5%
  - The adult/senior/family annual pass rate is well below the estimated regional average due to the annual pass realignment in 2023 and therefore the proposed increase is 5%.



- The senior and student 3-month pass is reduced to ensure the fee accurately reflects the appropriate discounted rate
- *Increase to facility and arena rental rates:*
  - Ice and dry floor, pool and room rental fees – 3-5% increase
  - Including practice to ball field rental definition: Practice is added to the Stan Jones Ball Field rental fees. Charging a rate for practices has historically been part of the fee structure, but not accurately captured in the fees and charges bylaw
  - Regional averages and cash rounding considerations are factored into the proposed skate shop fee increases
- *Remove the \$25 administration fee for annual passes:* Removing this fee will reduce the cost of annual passes purchased with a scheduled payment plan.
- *Increase in golf fees:* Given increased costs of materials, fuel and staff, an increase of 5% is proposed for most of the existing golf course green fees for the 2025 golf season, apart from an 11% increase for the season pass, which has not been increased for four seasons. In 2024, service levels were increased with golf course host staff onsite during all hours of operation. This provided a much-improved level of customer service and overall golf experience. The new season pass fee better reflects the value that the pass provides of unlimited seasonal golf and considers the increased operating costs.

## **ALTERNATIVES**

### *Alternative 1*

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 2024-2025 Fees and Charges Bylaw for SEAPARC services.

### *Alternative 2*

That the proposed fees and charges, as amended, be approved for inclusion in the 2024-2025 Fees and Charges Bylaw for SEAPARC services.

## **IMPLICATIONS**

### *Social Implications*

The proposed increase to admissions, pass rates and rental rates ensures fees remain comparable across Greater Victoria. The proposed increases reflect operating costs and maintain accessible recreation for community members to encourage them in a healthy lifestyle.

### *Economic Implications*

The user fees collected by SEAPARC Recreation are used to reduce the tax requisition and for the delivery of recreation services. Recreation fees and charges continue to be reasonable and affordable for the majority of residents and visitors to this area. The proposed increase will generate sufficient revenue to achieve targets for the 2024/2025 budget years and is in alignment with user fees across Greater Victoria. An operating budget amendment will not be advanced

based on the proposed fee changes.

While most proposed fee increases align with forecasted inflation (3%), other rate adjustments are higher to reflect market comparators, to consider cash rounding, and/or to support an increased service level,

**CONCLUSION**

Each year the fees and charges for recreation services are reevaluated to determine if new charges are required and if existing fees need to be adjusted. Comparing fees to other recreation centres and considering operating costs, social and economic factors, the recommendation is that most fees should be increased 3-5%.

**RECOMMENDATION**

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 2024-2025 Fees and Charges Bylaw for SEAPARC services.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
Concurrence:	Larisa Hutcheson, P. Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: Proposed 2024-2025 Fees and Charges

Appendix A: Proposed Changes for 2024-2025 Fees & Charges

**SEAPARC RECREATION FEES AND CHARGES**

2024 Bylaw 4557 Fees and Charges			Proposed Changes for 2024-2025	% Change
<b>DROP- IN FEES (swim, skate, weight room, fitness classes) (Includes applicable tax)</b>				
Adult (19 – 59)	Single Admission	\$6.75	\$7.00	4%
	10x	\$60.75	\$63.00	4%
	1 month	\$67.50	\$69.50	3%
	3 month	\$150.00	\$155.00	3%
	12 month	\$410.00	\$429.00	5%
Senior (60+)	Single Admission	\$5.00	\$5.25	5%
	10x	\$45.00	\$47.25	5%
	1 month	\$50.00	\$51.50	3%
	3 month	\$150.00	\$119.00	-21%
	12 month	\$410.00	\$429.00	5%
Student (19+)	Single Admission	\$5.00	\$5.25	5%
	10x	\$45.00	\$47.25	5%
	1 month	\$50.00	\$51.50	3%
	3 month	\$150.00	\$119.00	-21%
	12 month	\$410.00	\$429.00	5%
Youth (13 – 18)	Single Admission	\$3.75	\$3.85	3%
	10x	\$33.75	\$34.65	3%
	1 month	\$37.50	\$38.75	3%
	3 month	\$90.00	\$92.75	3%
	12 month	\$240.00	\$249.00	4%
Child (5 – 12)	Single Admission	\$3.25	\$3.35	3%
	10x	\$29.25	\$30.15	3%
	1 month	\$32.50	\$33.50	3%
	3 month	\$75.00	\$77.25	3%
	12 month	\$204.00	\$210.00	3%
Family (Maximum 5)	Single Admission	\$13.50	\$14.00	4%
	10x	\$121.50	\$126.00	4%
	1 month	\$135.00	\$139.00	3%
	12 month	\$820.00	\$858.00	5%
Commercial Access	Single Admission	\$20.00	\$21.00	5%
Preschool Age (4 and Under)	Single Admission	\$0.00	\$0.00	
<b>MISCELLANEOUS ADMINISTRATION (Includes applicable tax)</b>				
<b>Administration Fee Annual Pass</b>		<b>\$25.00</b>	<b>\$25.00</b>	
NSF Cheque Declined Credit Card Fee		\$25.00	\$25.00	0%
Card Replacement/Refund		\$5.00	\$5.00	0%
Late Withdrawal Fee		\$10.00	\$10.00	0%
Towel Rental		\$3.00	\$3.00	0%
Shower Fee		\$3.00	\$3.00	0%
Toonie Admission		\$2.00	\$2.00	0%

<b>POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>			
Pool Facility Rental (includes 2 guards)	\$157.00	\$162.00	3%
Pool Rental Lifeguard/Instructor (additional staff)*	\$38.50	\$40.00	4%
Lane Rental – Adult / Commercial	\$26.00	\$27.00	4%
Lane Rental – Youth	\$13.50	\$14.00	4%
<b>*Lifeguard/Instructor additional charge if required based on Lifeguard to Patron ratio</b>			
<b>ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>			
Ice - Adult Prime	\$230.00	\$238.00	3%
Ice - Adult Non-Prime	\$192.00	\$198.00	3%
Ice – Youth Prime Rate	\$127.00	\$131.00	3%
Ice – Youth Non-Prime	\$109.00	\$112.00	3%
Ice – Youth Early Morning Resident	\$55.00	\$58.00	5%
Ice – Youth Early Morning Non Resident	\$109.00	\$112.00	3%
SD 62 School Use	\$84.50	\$87.00	3%
Dry Floor – Adult	\$77.25	\$79.50	3%
Dry Floor – Youth <b>Resident</b>	\$40.00	\$41.00	3%
Dry Floor – Commercial	\$113.00	\$116.00	3%
Arena Staff	\$38.50	\$40.00	4%
Arena Office Space – fee per month	\$347.00	\$357.00	3%
<b>RATES PER DAY FOR THE FOLLOWING ITEMS:</b>			
Complex – Dry Floor Non Profit (per day)	\$1,236.00	\$1,273.00	3%
Complex – Dry Floor Non Profit (Move In/Out)	\$618.00	\$636.00	3%
Complex – Dry Floor Commercial (per day)	\$1,818.00	\$1,872.00	3%
Complex – Dry Floor Commercial (Move In/Out)	\$909.50	\$936.00	3%
Concession – Non Profit (per day)	\$25.00	\$26.25	5%
Concession – Commercial (per day)	\$150.00	\$157.50	5%
As per Fees & Charges Policy: Prime Time Rate: 4pm-10pm weekdays; 8am-10pm weekends Early Morning Rate: 12am-8am Non-Resident: Less than 75% of members living in SEAPARC service area			
<b>ARENA SKATE SHOP FEES (Includes applicable tax)</b>			
Skate Rental	\$3.50	\$3.75	7%
Skate Rental – Family Rate (Maximum 5)	\$7.00	\$7.50	7%
Skate Sharpening	\$5.00	\$5.50	10%
Skate Sharpening 10x	\$45.00	\$49.50	10%

<b>SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)</b>			
Boardroom	\$21.00	\$22.00	5%
Boardroom – Local Non Profit	\$0.00	\$0.00	0%
Multipurpose Room – Half Room	\$33.00	\$33.00	0%
Multipurpose Room – Full Room	\$66.00	\$66.00	0%
Parking Lot (daily rate per 1/4 of parking lot)	\$74.00	\$74.00	0%
Facility rental for commercial film rental	Negotiated	Negotiated	
Fitness Instructor	\$49.50	\$52.00	5%
Maintenance Staff	\$49.50	\$52.00	5%
Table Rental (per booking)	\$3.00	\$3.00	0%
Chair Rental (per booking)	\$1.00	\$1.00	0%
<b>SEAPARC STAN JONES FIELD (Subject to applicable tax)</b>			
Adult Per Game / Practice	\$27.00	\$27.75	3%
Youth Per Game / Practice	\$12.50	\$13.00	4%
Commercial / Community Event	Negotiated	Negotiated	
<b>RAVENS RIDGE PARK SPORT BOX (Rates per hour; Subject to applicable tax)</b>			
Youth	\$15.00	\$15.75	5%
Adult	\$30.00	\$31.50	5%
Commercial	\$60.00	\$63.00	5%
<b>GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)</b>			
Adult	\$16.50	\$17.50	6%
Adult 10x	\$148.50	\$157.50	6%
Adult/Senior – Season Pass	\$475.00	\$525.00	11%
Senior (60+)	\$15.00	\$15.75	5%
Senior (60+) 10x	\$135.00	\$141.75	5%
Youth (6-18)	\$10.50	\$11.00	5%
Youth (6-18) 10x	\$94.50	\$99.00	5%
Youth (6-18) - Season Pass	\$225.00	\$225.00	0%
Family (Max 4 incl. 2 adults)	\$43.00	\$45.00	5%
Extra Round	\$10.00	\$10.50	5%
Pull Cart Rental	\$5.00	\$5.25	5%
Club Rental	\$7.00	\$7.50	7%
Golf Tournament Fee	Negotiated	Negotiated	
<b>FACILITY ADVERTISING (Subject to applicable tax)</b>			
Rink Board (per year)	\$618.00	\$639.00	3%
Zamboni Ad (per year)	\$1,030.00	\$1,065.00	3%
Brochure Advertising	Negotiated		



Making a difference...together

## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, APRIL 02, 2024

---

**SUBJECT**    Dry Floor Rental Policy

### **ISSUE SUMMARY**

To seek approval to rescind Policy No. A-100.26 Dry Floor Rental.

### **BACKGROUND**

The dry floor rental policy was adopted in 2004 and revised in 2005.

In 2023, the Commission adopted policy A-100.03 Facility Rental which provide guidelines and procedures for rental of SEAPARC owned or operated facilities. This policy applies to dry floor arena rentals and includes priority of use, rental request timing, billing/payment requirements and cancellation procedures.

The introduction of the Facility Rental policy has made the Dry Floor Rental policy redundant.

### **ALTERNATIVES**

#### *Alternative 1*

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. A-100.26 Dry Floor Rental.

#### *Alternative 2*

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

### **IMPLICATIONS**

#### *Service Delivery Implications*

If the Dry Floor Policy is not rescinded, it may cause confusion in process for staff and the public.

### **CONCLUSION**

There is redundancy in the current SEAPARC policies with both the Dry Floor Rental Policy and Facility Rental Policy providing procedures for rental of the arena dry floor. Rescinding the Dry Floor Policy will ensure clear direction to staff and public.

### **RECOMMENDATION**

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. A-100.26 Dry Floor Rental.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
---------------	--

**ATTACHMENT(S)**

Appendix A: Policy No. A-100.26 Dry Floor Rental  
Appendix B: Policy No. A-100.03 Facility Rental

SECTION: A-100  
POLICY NO.: A-100.26

SUBJECT: ADMINISTRATION – Dry Floor Rental

PURPOSE:

The purpose of the Dry Floor Rental Policy is as follows:

1. To provide a fair and consistent approach to dry floor rental requests at the SEAPARC Leisure Complex.
2. To ensure all interested community organizations and residents have balanced access to the dry floor.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.
4. To ensure a fair, reasonable fee structure consistent with the Commission's Fees & Charges policy and local market conditions.

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 15 for the upcoming season.
2. An ice allocation meeting will be held between all interested arena users and the Programs & Facilities Committee no later than May 15 of each year. Letters will be mailed to all previous users announcing the meeting. An ad will be placed in the local newspaper announcing the meeting.
3. Ice time will be allocated by June 1 for the upcoming Fall/Winter season.
4. If any user wishes to appeal allocation of ice time, such appeals shall be received in writing no later than June 15. All appeals will be arbitrated by the Programs & Facilities Committee with their recommendation forwarded to the Sooke & Electoral Area Parks and Recreation Commission for final decision.
5. 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.
6. SEAPARC may allocate up to 25% of prime time to adult users.



7. Contracted times are not guaranteed beyond the dates of the contract. No ice will be allocated to any user who has outstanding fees.
8. 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.
9. Ice time shall be reserved in blocks of time so as to ensure maximum utilization of ice time.
10. Local groups requesting priority allocation of ice time shall submit the previous year's registration list complete with the members' names, addresses and phone numbers.

ICE ALLOCATION: ORDER OF PRIORITY

1. SEAPARC programs and public sessions
2. Special Events
3. Organized youth groups and agencies
4. Organized adult teams and leagues
5. Private community groups
6. Non-resident groups/casual users/commercial groups

DEFINITIONS:

**Special Event** – An event with a primary purpose of celebrating or displaying a specific theme. A special event may take place frequently or infrequently and may be organized by SEAPARC staff and/or non-profit or for-profit agencies or societies. Special events may include sporting and spectator sports that have general appeal to a diverse audience. Such events may be priced and supported differently than other programs and rentals, depending on community benefit and achievement of socially worthwhile goals.

**Local Youth Groups** – a non-profit ice user group that offers supervised, structured activity involving skill development for ages 5 – 18 years. Membership must be solicited through an open public registration. <sup>1</sup>

**Local Adult Groups** – an ice user group that offers structured activity and whose vast majority of members are over 18 years of age. <sup>1</sup>

**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.

**Prime Time** – prime time is defined as those hours that have the greatest demand from local community groups. They are as follows:

Monday – Friday: 4:00 p.m. to 10:00 p.m.

Saturday – Sunday: 8:00 a.m. to 10:00 p.m.

**Prime Rate** – prime rate is the rate the Commission charges all users, without any consideration for further subsidy on hourly rental rates for specific hours. The prime rate shall be consistent with the average prime rate for ice time provided in the Capital Regional District. Any adult group using prime time hours will be charged the prime rate.

Specified hours generally are those of greatest demand and are reviewed annually. They are as follows:

Monday to Friday: 8:00 p.m. to 10:00 p.m.

Saturday and Sunday: 7:00 p.m. to 10:00 p.m.

---

<sup>1</sup> 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.



Making a difference...together

# CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	FACILITY RENTAL		
Adopted Date	June 6, 2023	Policy Number	A-100.03
Last Amended	November 7, 2023		
Policy Owner	SEAPARC Recreation		

## 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 August – 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):**

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

**8. REVIEW(S):**

<b>Review Date</b>	<b>Description:</b>
November 7, 2023 November 7, 2026	<i>Revise dates for facility booking requests.</i>

**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