



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, May 7, 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 April 2, 2024 Sooke & Electoral Area Parks and Recreation Commission.

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

Attachments: Minutes: April 2, 2024

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

7.1. LIFE Program Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. R-100.01 LIFE Program.

Attachments: Staff Report: Greater Victoria Leisure Involvement for Everyone (LIFE) Program Update
Appendix A: SEAPARC Recreation LIFE Statistics
Appendix B: Policy No. R-100.01 LIFE Program

7.2. Employee Benevolence Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.23 Employee Benevolence.

Attachments: Staff Report: Staff Benevolence Policy
Appendix A: Policy No. A-100.23 Employee Benevolence

7.3. Facilities Update

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

Attachments: Staff Report: Capital Project & Facility Update

7.4. Facility Art Partnership - Verbal

7.5. Strategic Plan Update - Verbal

7.6. Skate Park Update - Verbal

8. Correspondence

9. Notice(s) of Motion

10. New Business

11. Adjournment

12. Next Meeting: June 4, 2024



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, April 2, 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,
Staff: M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; M. Curtis, Manager of Operations; M. MacKeigan, Administrative Secretary (Recorder)

Absent: A. Wickheim, N. Quint

Chair Beddows called the meeting to order at 6:32 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

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

CARRIED

3. ADOPTION OF MINUTES

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

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

CARRIED

4. CHAIR'S REMARKS

Introduction of Matt Curtis, Manager of Operations to SEAPARC. Matt has been with the CRD for 6 years in a manager of operations position. Matt brings a wealth of knowledge and experience in facility maintenance, ice, and pool operations.

5. YOUTH REPORT

There was no report.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations

6.2. Delegations

- There were no delegations

7. COMMISSION BUSINESS

7.1. 2024 Capital Plan Amendment

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

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

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.

CARRIED

7.2. 2024-2025 Fees and Charges – SEAPARC Recreation

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

- Impact on expanding Golf Host hours during operating hours in 2023
- Requisition versus User Fee Funding Ratio
- Multipurpose Room rental rates
- History of user fee increases and future trends

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

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.

CARRIED

7.3. Dry Floor Rental Policy

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

- Ice Allocation Policy
- User Priority

MOVED by Commissioner Little, **SECONDED** by Commissioner Warner,

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

CARRIED

7.4. Skate Park Conceptual Design – Verbal Update

M. Alsdorf provided an update on the Skate Park Conceptual Design Project:

- There were to qualified submissions, the contract was awarded to Radius Skateparks, with over 300 projects across Canada and internationally.
- Focus on community engagement, including an advisory committee with staff and key stakeholders.
- Next step includes the kickoff meeting, and a geotechnical survey of the existing skate park.

The commission discussed the following:

- Involvement of the Rotary Club of Sooke and other service groups
- Fundraising

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:

- Pearson College, located in Metchosin, will not be offering summer camps in 2024 and UVic is reducing it's camp offerings. This may impact the demand on camps at SEAPARC.
- The District of Sooke Budget Open House is scheduled for Thursday, April 4

11. ADJOURNMENT:

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

That the April 2, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:30 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MAY 07, 2024

SUBJECT **Greater Victoria Leisure Involvement for Everyone (LIFE) Program Update**

ISSUE SUMMARY

To seek approval for changes to the Leisure Involvement for Everyone (LIFE) financial assistance program.

BACKGROUND

The Leisure Involvement for Everyone (LIFE) program was developed in the late 1990's as a regional program to provide healthy lifestyle opportunities for the residents of Greater Victoria who live on limited or low incomes. Residents apply for the LIFE program at the recreation centre in their municipality of residence and must qualify under the federal government's low-income cut-off (LICO) guidelines. LIFE participants can either opt for 50% off an annual active pass or receive 52 free drop-in visits and subsidy for registered programs. The current subsidy level is \$75 per adult (19+) and \$125 per child (0-18) annually, with a maximum subsidy of \$50 per activity. 533 individuals accessed the program through SEAPARC Recreation in 2023.

In 2019, public recreation departments in Greater Victoria hired a consultant to conduct a review of the LIFE program. This review involved consultation and engagement with LIFE pass holders, local social service organizations, recreation administration and programming staff in the region. The LIFE program review results were released just prior to recreation facility closures due to the COVID-19 pandemic. As a result, recommendations from the review have been implemented gradually throughout the region.

The LIFE program review report highlights the following key challenges with the current and past delivery of the LIFE program:

- Residents must apply and verify their eligibility each year to receive the pass.
- The process for registering for the LIFE program is cumbersome and different than the purchase of a pass by any other individuals thus creating a potential barrier to access.
- Post-secondary students are not eligible as they are considered to have access to recreation through their post-secondary institution. This context has changed as most local post-secondary students have to pay a considerable fee to access recreation facilities on campus.

The proposed changes to the LIFE program intend to address many of these challenges and focus participation opportunities on drop-in options over registered programs, as this reflects the general usage trends of LIFE patrons to date. Staff recommend the following changes to be adopted and implemented at SEAPARC Recreation for the 2025 LIFE program intake:

1. Eligible Sooke & JDF electoral area residents receive unlimited drop-in access to SEAPARC Recreation facilities and 52 drop-in admissions to all Greater Victoria municipal/regional recreation centres.

2. The approval term be increased from one to two years before expiry. The two-year cycle begins upon approval date rather than being limited to a January renewal.
3. LIFE pass holders will receive two full years of subsidy on their account at the time of issue. Subsidy amounts for the two-year cycle will be \$150 per adult (19 years & up) and \$250 per child/youth (0-18 years).
4. Expand the LIFE program to include post-secondary students who qualify under the income thresholds outlined in the LICO guidelines.

The City of Victoria was the first in the region to adopt these changes into their LIFE program, although the City's program has traditionally been offered in a different manner than the rest of the region. The District of Saanich approved these changes in June 2023, and the District of Oak Bay approved these changes in December 2023 for implementation in 2024. The Peninsula Recreation Commission approved the changes for implementation in 2025.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. R-100.01 LIFE Program.

Alternative 2

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

IMPLICATIONS

Equity, Diversity & Inclusion

The proposed changes to the LIFE program aim to improve equitable access to recreation services for residents. One of the foundational philosophies applied to the initial development of the LIFE program is the consideration that were it not for the LIFE program, participating residents would not access recreation facilities or programs at all. Most participants living below the LICO thresholds surveyed in the 2019 LIFE program review indicated that they would change their behaviors and avoid recreation centres altogether rather than paying fees that might exacerbate their financial challenges.

Social Implications

The proposed changes to the LIFE program reflect recommendations for necessary amounts of physical activity outlined in Canada's Physical Activity Guidelines. By providing regular opportunities to be physically active, SEAPARC will be enhancing support of regular, daily physical activity for all residents, which in turn should translate to a healthier population.

Financial Implications

The intent of the LIFE program is to remain budget neutral; however, the proposed changes to unlimited drop-in access with the LIFE program offerings will eliminate the choice of purchasing a full annual pass (SEAPARC) at a 50% discount. The 50% pass discount option accounted for \$4,955 in revenue in 2023.

CONCLUSION

The 2019 LIFE program review identified several areas of improvement for the program, including increased access to drop-in activities, improvements to the LIFE application process and the inclusion of eligible post-secondary students. Adopting the proposed changes will improve participant access with an anticipated budget impact of \$4,955 in lost revenue.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. R-100.01 LIFE Program.

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

ATTACHMENT(S)

- Appendix A: SEAPARC LIFE Program Statistics
- Appendix B: Policy R-100.01 LIFE (Leisure Involvement for Everyone) Program

Appendix A: SEAPARC Recreation LIFE Statistics

The following tables provide details about LIFE program utilization and the discounts and subsidy accessed by residents through the LIFE program.

LIFE Program Utilization at SEAPARC Recreation				
Year	Number of 52 Visit LIFE Passes Issued (All)	Number of LIFE Passes issued to youth (5-18 yrs)	Number of Annual Passes Sold with 50% LIFE Discount	
			SEAPARC	Regional
2017	201	N/A	0	0
2018	453	N/A	0	0
2019	449	178	0	0
2020	311	117	N/A*	N/A*
2021	223	100	N/A*	N/A*
2022	391	156	16	2
2023	507	167	25	1
Yearly Average	362	145	8 *	0 *

Actual Applied LIFE Discounts and Subsidy						
Year	Total Number of LIFE Clients	Program Registration Subsidy Usage	50% Off Annual Pass Usage	50% Off Annual Regional Pass Usage	Total Discounts Applied	Average Per-Client Discount Use for Year
2017	201	\$6,394	\$0	\$0	\$6,394	\$31.80
2018	453	\$6,138	\$0	\$0	\$6,138	\$13.54
2019	449	\$6,430	\$205	\$0	\$6,635	\$10.38
2020	311	\$2,568	N/A*	N/A*	\$2,568	\$8.25
2021	223	\$2,469	N/A*	N/A*	\$2,469	\$11.37
2022	409	\$3,184	\$3,242	\$480	\$6,906	\$16.88
2023	533	\$4,921	\$4,955	\$250	\$10,126	\$18.99
Yearly Average	368	\$4,586	\$652 *	\$0 *	\$5,890	\$15.88

LIFE Drop-In Usage for SEAPARC Recreation			
Year	LIFE Passes Sold (52 Visit & Annual)	LIFE Scans – Sooke & JDF Area Residents	LIFE Visits – Non-Residents
2017	201	2,412	14
2018	453	2,779	24
2019	449	3,420	57
2020	311	1,703	0
2021	223	2,240	0
2022	391	2,847	23
2023	507	6,166	112
Yearly Average	362	3,081	33

*In 2020, facilities were closed and memberships put on hold due to the Covid-19 pandemic. Visit passes were reinstated when facilities reopened in 2020, but memberships such as the annual LIFE and regional annual LIFE pass were not reinstated until 2022. Yearly average calculated based on 5 years.



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CAPITAL REGIONAL DISTRICT COMMISSION POLICY

Policy Type	Commission		
Section	Recreation		
Title	LIFE (LEISURE INVOLVEMENT FOR EVERYONE) PROGRAM		
Adopted Date	December 14, 2000	Policy Number	R-100.01
Last Amended	February 7, 2023		
Policy Owner	SEAPARC Recreation		

1. POLICY:

A regional initiative supported by the Greater Victoria Active Communities recreation departments to provide no cost and low-cost recreation opportunities for individuals and families on limited incomes.

2. PURPOSE:

The LIFE program is designed to address barriers to recreation participation and incorporates a range of leisure choices through free admission passes and/or reduced fees on registered programs and active passes.

3. SCOPE:

The Sooke & Electoral Area Parks and Recreation Commission will provide persons who reside in the Sooke and Juan de Fuca Electoral Area and within the Commission jurisdiction, that are living on limited income, options for affordable recreational services to support healthy lifestyles.

4. DEFINITIONS:

Limited Income: Combined gross income is within or below the estimated Low-Income Cut Off, as reported by Statistics Canada. The income threshold is adjusted by the number of people within this household.

Resident: Lives within Sooke, East Sooke, Otter Point, Shirley, and Jordan River.

Proof of Residency: BC driver's license, BC ID card, utility bill, rental agreement, government document, etc.

5. PROCEDURE:

5.1. Communicate policy to the public through vehicles such as the SEAPARC website and Facebook page, program activity guides and presentations to a variety of community social service agencies, schools and community groups.

5.2. LIFE program application forms are available at SEAPARC and on the SEAPARC website.

5.3. SEAPARC staff administer the LIFE program which includes statistical tracking, communication with LIFE clients as well as the establishment and implementation of program guidelines.

5.4. SEAPARC staff shall follow up on reports of possible fraud, particularly on the fee reduction component of the program. LIFE clients defrauding the system will have their recreation services access privileges revoked.

5.5. LIFE program participants are offered the following fee reductions:

Option A:

- Unlimited free drop-in access at SEAPARC Recreation facilities
- Fifty-two (52) drop-in admissions annually to drop-in programs at all Greater Victoria municipal/regional recreation centres
- Registered program subsidy

Option B:

- 50% off Annual Regional Pass

5.6. The LIFE program eligibility criteria is based on verification of residency in Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction and economic status. In addition to proof of residency, citizens who apply for the LIFE program must provide proof of income that their total combined gross family income is within or below the low-income threshold range as indicated in the most current Statistics Canada's Low Income Thresholds tables. All applications must be accompanied by a copy of the latest Notice of Assessment from Revenue Canada for each adult living in the household.

5.7. Upon approval, each member of the family is issued a membership pass in their SEAPARC account, valid for 2 years from approval date. Those who would like to use their LIFE pass at other regional recreation centres are issued a card bearing their photo. Stickers are affixed to the back of their card to track complimentary visits when used at other centres.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
June 14, 2022	<i>SEAPARC Commission</i>

8. REVIEW(S):

Review Date	Description:
February 7, 2023	<i>Updated registered program discount to registered program subsidy</i>
May 7, 2024	<i>Updated drop-in access to unlimited for SEAPARC Facilities</i> <i>Membership is valid for 2 years from date of approval</i> <i>Post secondary students are eligible for the LIFE program</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

Fees and Charges Bylaw



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MAY 07, 2024

SUBJECT Employee Benevolence Policy

ISSUE SUMMARY

To update the policy regarding provision of cards and flowers to staff in the occurrence of major life events.

BACKGROUND

The Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) adopted Policy 100.23 – Flowers and Cards in 1997. The policy was revised in 2012. This policy is due for review.

The proposed updates to this policy are as follows:

- Policy moved to current policy template
- Policy name revision
- Clarification regarding definitions
- Removal of Commission member provisions
- Increase to the budget amount per occurrence

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.23 Employee Benevolence.

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. As Commission major life events are not necessarily shared publicly or with staff, this provision has been removed from the policy. The provision remains for the Commission to approve the Manager's office to send cards/flowers in other applicable situations, which may include Commission members.

Financial Implications

Over the past four years, card/flowers are provided four times per year on average. The increase in budget amount requested has negligible impact on the operating budget.

Equity, Diversity & Inclusion

The proposed revised language and definitions are more inclusive.

CONCLUSION

The policy will provide staff improved guidance on providing flowers/cards to staff in the occurrence of a major life event.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.23 Employee Benevolence.

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

Appendix A: Policy No. A-100.23 Employee Benevolence



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	EMPLOYEE BENEVOLENCE		
Adopted Date	March 10, 1997	Policy Number	A-100.23
Last Amended	February 15, 2012		
Policy Owner	SEAPARC Recreation		

1. POLICY:

This policy provides guidelines and procedures for the provision of gifts to SEAPARC Recreation staff.

2. PURPOSE:

To provide authorization for staff to purchase a gift for staff members in a major life event situation.

3. SCOPE:

This policy applies to regular full time and part time SEAPARC Recreation staff.

4. DEFINITIONS:

Parent: includes natural or adoptive parents.

Immediate family member: family member includes spouse, common-law spouse, parent/guardian/foster parent/stepparent, child/stepchild/foster child, sibling, grandchild.

5. PROCEDURE:

The Manager's office may send cards and/or flowers to regular employees, to a maximum value of \$100.00, on behalf of the Commission for the following situations:

- new parent;
- illness or operation which required hospitalization;
- death of an immediate family member

The Commission may also approve the Manager's office to send cards/flowers in other applicable situations.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
March 10, 1997	

8. REVIEW(S):

Review Date	Description:
February 15, 2012	<i>Increase maximum value</i>
May 7, 2024	<i>Update to new template, include definitions, update procedure.</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, MAY 07, 2024

SUBJECT **Capital Project & Facility Update**

ISSUE SUMMARY

To provide an update on the capital and facility projects completed January through April 2024.

BACKGROUND

Reception Redesign/Interior Painting

Lobby painting has begun with a new colour scheme provided by Spaciz Design Company. Quotes are being gathered for the construction work required for the front counter redesign and enclosing of the old copier room. New desks and chairs for the workstations arrive in June.

Arena Refrigeration Compressor Rebuild

As part of regular preventative maintenance, CIMCO Refrigeration completed an overhaul rebuild on compressor two in the refrigeration plant. Compressor one is scheduled for an overhaul rebuild in 2025. Each compressor is on a three-year overhaul schedule.

Parking Lot Upgrades

Some spot paving and curb remediation was completed early in 2024, the remaining outstanding repairs and painting will be completed this spring/summer.

Fencing – Fuel Tank at Golf Course

Tower Fence installed new fencing panels around the fuel tank at the golf course as per the recommendation from our insurance provider.

Building Automation System Renewal

Ainsworth will be completing the building automation system installation in the coming weeks. The upgrade will move us into web-based software that allows viewing and control remotely and provides enhanced data to assist with energy management.

Pool Dehumidifier Fan

The return air fan on the pool dehumidifier failed and was replaced in April. Due to the corrosive environment it services, the overall condition of the dehumidifier is fair and is nearing end of life. This piece of equipment will be considered as part of the energy recovery project.

Leisure Pool Circulation Pump

The leisure pool circulation pump failed and was replaced with an on-hand spare in April. This resulted in a leisure pool closure of approximately 2.5 hours.

BC Hydro Lighting Study

With the support of BC Hydro energy grants and Climate Action Relief Funding, the facility will be undergoing a lighting study that could potentially provide additional funding to support lighting control replacement and converting the remaining non-LED lighting in the facility.

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

Energy and lighting upgrades improve visual accessibility while reducing energy consumption within the facility and helps ensure that the facility remains safe and operational for public access.

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

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

Submitted by:	Matt Curtis, Manager of Operations, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation