



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, June 4, 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 May 7, 2024 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of May 7, 2024 be adopted as circulated.

Attachments: Minutes: May 7, 2024

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

- 7.1. 2024 January to April Programs and Services Report

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

Attachments: Staff Report: 2024 January to April Programs and Services Report
Appendix A: January to April Programs and Service Highlights

- 7.2. BC Children's Hospital Foundation Festival of Trees

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission direct staff to proceed with only the Santa's Workshop event. Proceeds from the event will be donated to the BC Children's Hospital Foundation.

Attachments: Staff Report: BC Children's Hospital Foundation Festival of Trees

7.3. Private Therapist Access Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.28 Private Therapist Access.

Attachments: Staff Report: Private Therapist Access Policy
Appendix A: Policy No. A-100.28 Private Therapist Access

7.4. Financial Statement of Operations – First Quarter of 2024

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

Attachments: Staff Report: Financial Statement of Operations – First Quarter of 2024
Appendix A: Financial Statement of Operations – First Quarter of 2024

7.5. Skate Park Update – Verbal

8. Correspondence

9. Notice(s) of Motion

10. New Business

11. Adjournment

12. Next Meeting: September 3, 2024



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, May 7, 2024

6:30 PM

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

Present:

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

Staff: M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; M. Curtis, Manager of Operations; D. Toso, Administrative Secretary (Recorder) (EP)

EP = Electronic Participation

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Wickheim, **SECONDED** by Commissioner Dowhy,

That the agenda for the May 7, 2024 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. 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 April 2, 2024 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS – Commissioner Dowhy and Chair Beddows attended the Skate Park Design workshop where there was an enthusiastic group of about forty kids and adults who attended.

5. YOUTH REPORT – Not having bus hubs and transportation makes it very hard for youth to get around Sooke. This also contributes to traffic problems as parents have to drive their kids everywhere. Mayor Tait reported that council has put forward a motion to transit to have routes looked at and advocate for expansion in service and routes, establish a rapid bus connection between downtown Victoria and downtown Sooke and to improve transfer connections. Mayor Tait suggests Nora write a letter on behalf of students.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no delegations.

7. COMMISSION BUSINESS

7.1. LIFE Program Policy

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

- Post-secondary students are now eligible to apply.
- Individuals complete the application on their own.

MOVED by Commissioner Wickheim, **SECONDED** by Commissioner Warner,

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

CARRIED

7.2. Employee Benevolence Policy

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

- Staff situations are at management's discretion and anything outside of that would come to the Commission.
- Change the policy language in the procedures section to allow the Commission Chair to approve the manager's office to send flowers and cards, for expediency and privacy.
- Sending cash is not permitted. Resources for staff are available through our HR department.

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

The Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.23 Employee Benevolence with the additional amendment of replacing "Commission" with "Commission Chair" in the final line of the Procedure section.

CARRIED

7.3. Facility Update

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

- Historically, long-term planning has been done on large component basis, not on entire units. A building condition assessment has been done and a 20-year capital plan was initiated last June to improve long-term, preventative maintenance.
- Fuel tank at golf course is for mowers and other small equipment.
- Timed irrigation will be offset from the new bylaw watering times to minimize shock load to system. Golf course irrigation runs off the pond.

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

7.4. Facility Art Partnership – Verbal Update

M. Alsdorf provided an update on the facility art partnership with the Sooke Community Arts Council:

- Sooke Arts Council to display local artists work in the reception area to give them more exposure and opportunities for sales.
- Sooke Arts Council will display 6 to 8 large, framed pieces, which will rotate through bi-monthly.
- Legacy art will be held temporarily while staff determine next steps.
- Links between art and health.
- Revisit the benefactor wall as the art has become quite damaged.

The commission discussed the following:

- Consultation with Sooke Fine Arts and Sooke Arts Council informed this program.
- For insurance and security purposes, MOUs will exist with both parties, art will be reproduction, not original, similar to the Arts Council's bus shelter initiative.
- Aligns with CRD art purchases – support local artists by continuing to purchase new pieces over time and rotate out old pieces.

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

7.5 Strategic Plan Update

M. Alsdorf provided an update on the Strategic Plan:

- The successful proponent is HDR Architecture. Local firm that showcased a variety of engagement methods and has experience with Sooke Library, District of Saanich, City of Victoria, SD61 and other local projects. They could also provide concept design work if the Plan includes growing facilities.
- Next steps include kick off meeting next week, finalize community engagement strategy and look at timelines for Commission and staff workshops.

7.6 Skate Park Update

M. Alsdorf provided an update on the Skate Park project:

- The media release generated quite a bit of online traffic to check out the project.
- Design Workshop was well attended last night by a passionate, creative group of forty, including ten youth. The online survey went live today for those who could not attend in person. Survey will be live for two weeks and include non-skate park technical features, such as benches, green space, lights, covered areas and washrooms.

- A draft concept will come back to the commission which will also go out to the community for input.

The commission discussed the following:

- The base design may or may not include all the features; however, a few companies have expressed interest in doing pro bono or discounted work. Fundraising is an option as well. Funding options would come back to the Commission for approval.
- The project will include areas for bikes, scooters, etc. and ensure the park spans skill/age levels of all in the community.
- Improved lighting for expanded hours and crime prevention was mentioned at the workshop.
- Working on long-term lease option with school district
- Design companies suggest 10K sq ft that is well organized for the skate park area, the remaining square footage would be used for seating, etc.

8. CORRESPONDENCE:

There was no correspondence.

9. NOTICE(S) of MOTION:

There were no notices of motion.

10. NEW BUSINESS:

The commission shared the following:

- Approved on BC Builds collaboration for a community health facility.
- Thank SEAPARC staff for support with Hospice plant sale and bottle drive.
- No guidelines around stakeholder or community engagement for the strategic plan. It will be up to commission and staff to establish achievable priorities during workshops. Data will also inform decision-making.

11. ADJOURNMENT:

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

That the May 7, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:33 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JUNE 04, 2024

SUBJECT 2024 January to April Programs and Services Report

ISSUE SUMMARY

To provide an overview of programs and services for SEAPARC Recreation.

BACKGROUND

During the first season of 2024, there was steady participation in most areas. There was an increase in membership sales of approximately 16% (\$201,156 in 2023 and \$233,770 in 2024). Admission sales increased approximately 15% (\$105,415 in 2023 and \$121,013 in 2024). This includes golf course memberships and admissions. There was a slight increase in drop-in attendance of approximately 2% during this reporting period (26,141 in 2023 and 26,742 in 2024).

The ice season was extended until March 27 to provide users with more opportunity for bookings and additional public skate times were offered during spring break. Previously, the ice was removed at the end of the regular minor hockey and figure skating seasons, and prior to the start of spring break. While daytime public skate attendance was positive, bookings and evening ice use was lower than anticipated. Additional effort will be made to promote the available ice for 2025 to increase use.

The registration period for programs was adjusted in 2024 to include all programs offered January-March on a trial basis. Previously the registration period was January-April. This time frame was challenging for staff, contractor instructors and patrons and as such will revert back to a 4-month winter/spring program period.

Marketing & Promotional Information:

- 142 January Fit promotional passes were purchased for \$20 each. This pass provides customers the ability to access drop-in activities five times in the month of January at a discounted rate. They can choose to convert the amount paid towards the purchase of a monthly or annual pass. 14 people converted their payment to an active pass.
- The new digital road sign project was completed.
- The activity guide is available in digital format on the SEAPARC website.
- Drop-in schedules are available online and in hard copy at the recreation centre
- A sport box activity schedule is displayed online. General information will be posted at the sport box informing users of where to find schedule information.
- Staggered registration start days for swim lesson programs is now a permanent change to the registration process.

Special Events:

- 124 people participated in the free Family Day Skate
- The Annual Garage Sale was held April 29. 40 people booked tables and approximately 500 people attended the free event. This event generated \$630 in revenue.

Appendix A provides a brief summary of January to April for 2024, in comparison to 2023.

IMPLICATIONS

Social Implications

Recreation participation offers positive social, emotional, and physical benefits for people of all ages, and these services are essential to a healthy community.

Financial Implications

Staff continue to monitor and adapt services to ensure fiscal responsibility.

Service Delivery Implication

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

CONCLUSION

SEAPARC Recreation continues to monitor and adjust operations in response to community needs and demand.

RECOMMENDATION

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

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

ATTACHMENT(S)

Appendix A: 2024 January to April Programs and Services Highlights

SEAPARC Recreation



2024 January to April Programs & Services Report



SEAPARC Recreation Departments Covered in This Report:

General Information

Aquatics

- Swim Lessons
- Aquatic Training

Community Recreation

- Early Years
- Licensed Preschool
- School Age
- Youth
- Adult
- Arena

Fitness & Weights

DeMamiel Creek Golf Course

General Information

Memberships & Sales

- Drop-in admissions increased approximately 15% (\$105,415 in 2023 and \$121,013 in 2024)
- Membership revenue increased by 16% (\$201,156 in 2023 and \$233,770 in 2024)
- Membership scans to access the facility increased by 2% (26,141 in 2023 and 26,742 in 2024)

Youth Fridays

- 632 youth attended the Friday \$2 admission sessions January to April. This includes access to skating, the weight room, and the pool.

Birthday Party Packages

- The swim and skate party package options were revised. They now include one hour of their chosen activity and one hour in the multi-purpose room. These are no longer hosted by staff. The kindergym hosted party package has not changed.



Aquatic Programs

- Overall, aquatic program revenue increased 5% over 2023 (\$2,743)
- 13 Aqua Fit classes are offered every week. All are well attended with approximately 15-40 participants, depending on the class.
- 71 School District 62 classes or groups utilized the pool during this time period.
- The Pacific Coast Swim Club has pool spaced booked four times per week.

Swim Lessons

- There was a slight reduction in swim lesson registration & revenue during this reporting period in 2024, primarily due to swim instructor availability. This resulted in fewer lessons being offered. In response, a staggered set was scheduled to start in late April. This allowed staff in college and university to be scheduled once they complete their semesters.
- 714 children participated in swim lessons in January to April in 2023, compared to 627 children in 2024 during the same time period.
- Preschool swim lesson revenue decreased by approximately 8% (\$26,468 in 2023; \$24,387 in 2024). This represents 371 participants in 2023, compared to 346 in 2024.
- School age swim lesson revenue decreased by approximately 27% (\$26,341 in 2023; \$20,667 in 2024). This represents 343 participants in 2023, compared to 281 in 2024.
- Adult swim lessons were introduced in 2024. 27 people participated, resulting in \$2,829 in revenue.
- Private lessons were successfully re-introduced this season. 57 participants registered, resulting in \$7,497 in revenue.

Aquatics Training

- There has been a considerable increase in participants and in revenue for advanced aquatic training courses compared to the same time period in 2023. A swim instructor course was introduced in 2024 that included a discounted set of lessons to provide the instructors a hands-on learning opportunity during the course, while allowing more children to participate in a modified version of lessons.
- Registration increased by approximately 98% (\$6,668 in 2023; \$13,205 in 2024)



Community Recreation Programs

Early Years (Birth to 5 Years)

- Program revenue increased by approximately 35% (\$3,155 in 2023; \$4,255 in 2024). These numbers do not include Licensed Preschool revenue.
- The Saturday drop-in Kindergym program remains to be a popular program. A new Sunday drop-in time was trialed and subsequently cancelled due to minimal attendance.
- A weekday morning Parent and Tot Play & Learn drop-in program for children ages 0-2 years was introduced in January, however, it was cancelled due to minimal attendance. Staff will evaluate whether this program will be offered again in the fall.
- The physical literacy Active Start program has a steady attendance of 10-15 children each session. This program is for children ages 1-4 years.

Licensed Preschool

- Licensed Preschool has 25 participants registered.
- The Monday/Wednesday/Friday program time was increased from being a 2.5-hour class in 2022-2023 to a 4-hour class in 2023-2024 school year.
- The increased program length and increased registration contributed to an increase in licensed preschool revenue by 128% (\$14,204 in 2023; \$32,411 in 2024).



Community Recreation Programs

School Age (5-11 Years)

- Program revenue decreased by approximately 16% (\$32,025 in 2023; \$26,859 in 2024). This was due to separating programs for youth aged 12-18 years into a separate budget at the beginning of September 2023.
- Spring break camps were offered March 18-28. 40 children attended each week. A recreational lacrosse camp was also offered, with 8 children participating.

Youth (12-18 Years)

- Youth program registration resulted in \$7,692 in revenue.
- Youth programs included Dungeons & Dragons, Taekwondo Sr Kids Group, Jr Golf Clinics, and Home Alone Programs.

Adult (19+ Years)

- Adult program revenue increased by approximately 22% (\$4,314 in 2023; \$5,251 in 2024). This was due to increased contracted program offerings including Pickleball lessons, Ballroom Dance and Taekwondo.
- Drop-in Pickleball was temporarily cancelled due to changes to SEAPARC's school gym access. Times were subsequently adjusted, and the program re-started in April.

Arena

- Skate lesson registration decreased by 13% (92 in 2023; 80 in 2024). This was due to staff shortages, resulting in a reduced number of lessons that could be offered.
- Parent and Tot skate lessons were re-introduced. Six families participated. This program will be increased in September 2024 to allow more families to participate.
- Additional public skate sessions were added during spring break as a result of the extended ice season. Daytime attendance was positive with a range of 9-38 participants, depending on the session. Attendance was quiet for the evening sessions, with the exception of the drop-in adult hockey, which had approximately 30 people each week. Staff will adjust scheduling and pursue additional options for increasing ice use during spring break in 2025.

Fitness & Weights Programs

Youth & Adult (13+ Years)

- A weight room positivity campaign was held for the month of February to encourage weight room etiquette and cleanliness. 550 patrons participated in a draw to win a new pair of runners. This was in partnership with the Running Room.
- The number of fitness classes increased from 31 per week to 41 per week in 2024.
- Weight Room visits have increased (15,965 in 2023; 35,102 in 2024). This number represents pass scans and drop-in visits.
- The number of youth weight room orientations increased 44% (39 in 2023; 56 in 2024)
- 35 personal training sessions were completed during this time period.

DeMamiel Creek Golf Course

Youth & Adult (8+ Years)

The golf course opened for the season on March 23. The golf course is staffed fulltime during the hours of operation. An application to become a member of the BC Golf Association has been submitted. Once approved, the course will be rated, which will then allow users the ability to track their handicaps. The golf course will also then appear on their website.

- Golf Season pass sales increased approximately 31% (\$55,540 in 2023; \$73,164 in 2024) from December 2023 to April 30, 2024.
- Green Fee admissions increased approximately 48% (\$15,053 in 2023; \$22,343 in 2024). This is partly due to an earlier start to the season in 2024 and favourable weather in April.
- A senior's green fee rate and 10 admission pass were introduced in 2024. This was approved as part of the 2023-2024 fees and charged bylaw.





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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JUNE 04, 2024

SUBJECT **BC Children's Hospital Foundation Festival of Trees**

ISSUE SUMMARY

To seek direction on SEAPARC's contribution to the BC Children's Hospital Foundation through special events.

BACKGROUND

The Festival of Trees is a popular Sooke event during the holiday season that raises funds in support of BC Children's Hospital; a foundation that supports families across the province. At present, a significant amount of staff time is required to coordinate and administer the event. This includes securing sponsors, taking care of promotion, setting up and storing the trees, providing space for the display, liaising with the foundation, and working with volunteers.

SEAPARC Recreation Centre has been a satellite location for the BC Children's Hospital Foundation Festival of Trees event in Sooke for over 13 years. Originally, the event was coordinated by community volunteers and SEAPARC provided space for this event. It required minimal staff support. Over time, the event evolved, and volunteer time has converted to staff's direct involvement apart from 2019 when due to limited staff capacity, the Sooke Harbourside Lions volunteered to coordinate the event, with staff support. The event did not take place 2020-2021.

In 2022, the Santa's Workshop night was introduced in conjunction with the Festival of Trees event at SEAPARC Recreation Centre. This is an interactive evening that allows children to shop for gifts for their family and includes a visit from Santa. The event requires community members to donate gently used items which are then available for children to purchase. Staff and volunteers provide gift wrapping services. This event is by donation, with all proceeds going to the BC Children's Hospital Foundation. Hundreds of children with their families attend. This night is considered the kickoff to the Festival of Trees and is an opportunity to attract a large group of people to view the trees and encourage donations.

The Sooke Harbourside Lions have become a valuable community partner, supporting the event by contributing their time and resources to assist with tree sponsorship, help with promotion, and volunteering on the opening night of the event, which includes helping with the Santa's Workshop night that started in 2022.

For the past two years, approximately 15 trees have been sponsored annually. Local businesses and associations are solicited to sponsor a tree, which they decorate for display. The trees are displayed late November through the end of the year and the public is invited to vote for their favorite tree and donate. Those that visit SEAPARC Recreation Centre during the holiday season enjoy seeing the trees on display.

Support of charitable organizations is outside of SEAPARC’s mandate; however staff may support charitable endeavors that have minimal impact on staff time and operations (i.e. United Way draw, collecting donations for the Sooke Food Bank or Sooke Shelter during holiday events). SEAPARC may also support local community events with staff in attendance to provide games and activities to promote physical activity, as well as programs and services SEAPARC Recreation provides, such as for Canada Day or All Sooke Day events.

In 2023, \$7,150 was raised on behalf of the BC Children’s Hospital Foundation. This included \$5,250 from tree sponsors, \$500 donated directly from the public and \$1,400 from the Santa’s Gift Shop event. Coordinating and administering the event resulted in an overall budget impact of \$1,749 (\$1,449 wages and \$300 supplies). This does not include the ancillary hours contributed by supervisors, staff from other departments or the volunteer services.

The current budget allocated for special event wages in 2024 is \$1,030 to support Canada Day, All Sooke Days, and the Festival of Trees.

Staff are seeking direction regarding future support for the BC Children’s Hospital Foundation with respect to the Festival of Trees event and Santa’s Workshop at SEAPARC Recreation Centre.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to proceed with only the Santa’s Workshop event. Proceeds from the event will be donated to the BC Children’s Hospital Foundation.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to continue the Festival of Trees and Santa’s Workshop events. Proceeds from the event will be donated to the BC Children’s Hospital Foundation. Further, staff are directed to adjust the special events budget for future years to support this event.

Alternative 3

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to discontinue the Festival of Trees and Santa’s Workshop events.

IMPLICATIONS

Financial Implications

SEAPARC Recreation incurs annual staffing and supply costs to deliver the Festival of Trees event. Staff are required to hold the cash donations and then submit to the BC Children’s Hospital Foundation. This process is outside of the general scope of practice for a government recreation facility.

Approximate annual costs to host events in support of BC Children’s Hospital Foundation:

- Festival of Trees - \$950
- Santa’s Workshop - \$750

This does not include the ancillary hours contributed by supervisors, staff from other departments or the volunteer services.

Service Delivery Implications

The event is well established at SEAPARC Recreation Centre. Staff have the experience and expertise to coordinate and implement the event. SEAPARC Recreation Centre has limited space to store and display the trees and does not have the funds to replace aging equipment regularly.

Social Implications

The Festival of Trees is a popular holiday event that supports a well-known charity. Sooke and Juan de Fuca Electoral area businesses and residents show their support through various levels of involvement, in-kind and financial support.

CONCLUSION

The BC Children’s Hospital Foundation Festival of Trees event is a popular community event that SEAPARC has supported through various means. This event has an impact on SEAPARC Recreation operations and budget.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to proceed with only the Santa’s Workshop event. Proceeds from the event will be donated to the BC Children’s Hospital Foundation.

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



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JUNE 04, 2024

SUBJECT Private Therapist Access Policy

ISSUE SUMMARY

To update the policy regarding access of SEAPARC facilities by private/commercial therapists for the provision of rehabilitation services to the public.

BACKGROUND

The Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) adopted Policy A-100.28 – Commercial Use Access Policy in 2019. This policy is due for review.

The proposed updates to this policy are as follows:

- Policy moved to current policy template;
- Policy name revision;
- Removal of personal training as an example of a private therapist.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.28 Private Therapist Access.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

This policy allows for access to SEAPARC facilities by private therapists, thereby allowing members of the public access to a community setting for rehabilitation work and continuity of service provision. The procedure ensures that risk and insurance requirements are met, as well as obligations within the collective agreement.

CONCLUSION

The policy provides staff and private therapists with direction regarding access of SEAPARC facilities.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.28 Private Therapist Access.

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

Appendix A: Policy No. A-100.28 Private Therapist Access



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CAPITAL REGIONAL DISTRICT COMMISSION POLICY

Policy Type	Commission		
Section	Administration		
Title	PRIVATE THERAPIST ACCESS POLICY		
Adopted Date	June 4, 2024	Policy Number	A-100.28
Last Amended			
Policy Owner	SEAPARC Recreation		

1. POLICY:

The Commission recognizes the rehabilitation value that can be realized through use of the facilities and wishes to maximize these opportunities.

2. PURPOSE:

The purpose of this policy is to provide guidance to SEAPARC staff and private therapists regarding access to SEAPARC facilities.

3. SCOPE:

This policy applies to private therapists who are not in the employment of or contracted to the Capital Regional District (CRD).

4. DEFINITIONS:

Private therapist: An individual providing rehabilitation services, such as physiotherapists and kinesiologists, that is not employed or contracted by the Capital Regional District.

5. PROCEDURE:

Private operators/therapists (physiotherapists, massage therapists, kinesiologists, etc.) not in the employment of or contracted to the CRD may make use of SEAPARC Recreation Centre facilities for the benefit of their clients under the following conditions:

- Therapists must complete a registration form and agreement, including appropriate insurance documentation prior to admission.
- Therapists must pay the Commercial drop-in fee.
- Clients must pay the appropriate full drop-in fee.
- Access will only be permitted during regularly scheduled drop-in sessions unless previously arranged through the relevant program coordinator.
- All facility and equipment usage policies and procedures must be followed.
- Facility and equipment usage by outside, private therapists may not be approved if it is determined that a similar existing service is already being provided by the Commission.

6. SCHEDULE:

Adoption Date	Description:
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May 16, 2019	<i>New policy to guide facility access for private therapists.</i>
June 4, 2024	<i>Policy name revision, removal of personal training as an example of a private therapist.</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

SEAPARC Recreation Fees and Charges Bylaw

SEAPARC Code of Conduct



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**REPORT TO SOOKE & ELECTORAL PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY JUNE 04, 2024**

SUBJECT **Financial Statement of Operations – First Quarter of 2024**

ISSUE To provide financial information to the Commission for the first quarter of 2024.

BACKGROUND

The first quarter financial results are now available for the period ended March 31, 2024.

In 2024, conditions continue to improve with admissions and membership pass revenue in the first quarter exceeding 2023 first quarter results by 15%. The arena notably out-performed budget expectations, while fitness & weights and pool performed above first quarter expectations. Community recreation has been relatively unaffected and is on track. The golf facilities opened March 23 and started with strong membership sales. Increased usage of both golf and outdoor facilities are envisioned, although weather dependent. Close monitoring of discretionary expenditures for all program areas will ensure minimal cost overruns.

After three months of operations, actual results should be at 25% of budget utilization.

- Overall revenue is on target at 26% of budget utilization. First quarter admissions, memberships and program revenues in fitness & weights is averaging above 32%; pool admission, membership, programs and rentals averaging 28%; arena admissions, memberships and rentals averaging 32%.
- Community revenue is well over budget expectations at 32%; with strong registration in licensed preschool as the main contributor.
- Golf revenue is based on 1 week of operation.
- Overall direct and indirect operating costs were below budget with an average of 21% for the first quarter.
- All expenses are closely monitored and continue to remain within forecasted values.

CONCLUSION

Overall performance is on target with budget expectations during the first quarter of 2024. Golf, fitness & weights, pool, arena, and adult/youth community recreation will likely out-perform budget outlook and balance out areas falling below budget expectation, such as early/school/preschool age and outdoor facilities.

RECOMMENDATION

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

Submitted by:	Shari Mason, Administrative Services Coordinator, SEAPARC Recreation
Concurrence:	Melanie Aldsdorf, Manager, SEAPARC Recreation

SEAPARC Recreation

First Quarter 2024

STATEMENT OF OPERATIONS (3 MONTH March 31, 2024)

DIRECT OPERATING REVENUES

- Admissions & membership passes
- Programs
- Rentals
- Resale goods, concession
- Advertising
- Sponsorships, grants, donations
- Other (commissions, fees)

TOTAL OPERATING REVENUES

DIRECT OPERATING EXPENSES

- Contract & instructional services
- Operating supplies
- Repairs & maintenance (pool, arena, golf, outdoor)
- Rentals
- Travel & vehicle costs
- Wages & benefits
- Other (staff training, licences, fees, grants in aid)

TOTAL DIRECT OPERATING EXPENSES

CONTRIBUTION DIRECT OPERATIONS

INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE

- Advertising & promotion
- Contract for services & legal
- CRD Charges (IT, HR, Ops, labour)
- Insurance
- Licences, fees and dues
- Repairs and maintenance
- Rentals
- Supplies
- Utilities
- Travel & vehicle costs
- Honoraria
- Wages & benefits
- Other (meetings, print costs, staff training, courier, postage, e
- Contingency

TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE

INDIRECT REVENUES

TOTAL INDIRECT REVENUES

NET CONTRIBUTIONS (DEFICIT)

TRANSFERS & DEBT

- Transfers to Capital Reserve Fund
- Transfers to Equipment Replacement Fund
- Debt-interest payments
- Debt-principle payments
- M.F.A. Debt Reserve Fund - Arena other debt

TOTAL TRANSFERS & DEBT

NET BEFORE REQUISITION & PRIOR YEAR SURPLUS

- Requisition
- Prior Year Surplus

NET OPERATIONS

	% of Budget Utilized	2024 BUDGET	2024 YTD at March 31	2023 YTD at March 31	Actual YTD Difference 2024 to 2023	
					Dollars	%
DIRECT OPERATING REVENUES						
Admissions & membership passes	23%	895,250	202,769	171,640	31,129	15%
Programs	27%	505,200	134,497	104,492	30,005	29%
Rentals	32%	389,862	123,074	124,533	- 1,459	-1%
Resale goods, concession	32%	76,500	24,691	17,786	6,905	39%
Advertising	0%	6,700	-	820	- 820	-100%
Sponsorships, grants, donations	29%	16,682	4,872	5,674	- 802	-14%
Other (commissions, fees)	23%	45,430	10,453	12,920	- 2,467	-19%
TOTAL OPERATING REVENUES	26%	1,935,624	500,355	437,865	62,491	14%
DIRECT OPERATING EXPENSES						
Contract & instructional services	19%	57,450	11,031	12,383	- 1,352	-11%
Operating supplies	17%	179,700	30,578	52,169	- 21,591	-41%
Repairs & maintenance (pool, arena, golf, outdoor)	24%	145,363	35,140	32,701	2,439	7%
Rentals	0%	7,000	-	-	-	#DIV/0!
Travel & vehicle costs	20%	15,500	3,173	5,628	- 2,455	-44%
Wages & benefits	20%	1,542,147	314,782	310,179	4,603	1%
Other (staff training, licences, fees, grants in aid)	4%	14,146	628	1,153	- 525	-46%
TOTAL DIRECT OPERATING EXPENSES	20%	1,961,306	395,332	414,212	- 18,881	-5%
CONTRIBUTION DIRECT OPERATIONS	-409%	- 25,682	105,024	23,652	81,371	344%
INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE						
Advertising & promotion	24%	21,000	5,089	3,967	1,122	28%
Contract for services & legal	38%	1,000	375	3,311	- 2,936	-89%
CRD Charges (IT, HR, Ops, labour)	16%	304,700	49,237	73,163	- 23,925	-33%
Insurance	2%	32,570	605	-	605	#DIV/0!
Licences, fees and dues	45%	55,890	24,933	15,993	8,940	56%
Repairs and maintenance	33%	54,500	17,753	12,084	5,669	47%
Rentals	24%	2,550	600	452	148	33%
Supplies	32%	58,750	18,693	17,918	775	4%
Utilities	19%	311,903	60,108	89,059	- 28,951	-33%
Travel & vehicle costs	16%	9,800	1,549	522	1,027	197%
Honoraria	0%	1,020	-	-	-	#DIV/0!
Wages & benefits	21%	1,793,564	382,853	366,738	16,115	4%
Other (meetings, print costs, staff training, courier, postage, e	30%	20,150	6,005	1,974	4,031	204%
Contingency	#DIV/0!	-	-	-	-	#DIV/0!
TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE	21%	2,667,397	567,800	585,181	- 17,381	-3%
INDIRECT REVENUES						
TOTAL INDIRECT REVENUES	0%	160	-	-	-	#DIV/0!
NET CONTRIBUTIONS (DEFICIT)	17%	- 2,692,919	- 462,777	- 561,529	98,752	-18%
TRANSFERS & DEBT						
Transfers to Capital Reserve Fund	0%	355,000	-	-	-	#DIV/0!
Transfers to Equipment Replacement Fund	25%	115,000	28,750	27,500	1,250	5%
Debt-interest payments	6%	64,416	3,980	6,177	- 2,197	-36%
Debt-principle payments	14%	80,486	11,108	10,661	447	4%
M.F.A. Debt Reserve Fund - Arena other debt	0%	160	-	-	-	#DIV/0!
TOTAL TRANSFERS & DEBT	7%	615,062	43,838	44,338	- 500	-1%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	15%	- 3,307,981	- 506,615	- 605,867	99,252	-16%
Requisition	0%	3,307,982	10,100	5,758	4,342	75%
Prior Year Surplus	0%	54,750	-	-	-	#DIV/0!
NET OPERATIONS		1	- 496,515	- 600,109	103,595	-17%