



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, September 3, 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 June 4, 2024 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of June 4, 2024 be adopted as circulated.

Attachments: Minutes: June 4, 2024

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

7.1. Capital Project Funding

Recommendation: The Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board: That staff be directed to prepare a new loan authorization bylaw to fund the Sooke Skate Park replacement and phase one of the heat recovery project for SEAPARC Recreation Centre, with electoral approval obtained through the alternative approval process.

Attachments: Staff Report: Capital Project Funding - SEAPARC

7.2. Quarterly Financial Report

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

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

7.3. Capital Projects and Facility Update

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

Attachments: Staff Report: Capital Projects and Facility Update

7.4. Guide & Service Animals Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.05 Guide and Service Animals.

Attachments: Staff Report: Guide and Service Animals Policy
Appendix A: Policy No. A-100.05 Guide and Service Animals

7.5. SEAPARC Benefactor Program

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

Attachments: Staff Report: SEAPARC Benefactor Program and Display
Appendix A: SEAPARC Benefactors Program
Appendix B: SEAPARC Benefactor Board Artwork Agreement

7.6. Strategic Plan Update - Verbal

7.7. Skate Park Concept Design Project Update - Verbal

8. Correspondence

8.1. Sooke Minor Hockey Re: First Shift Program Room Rental

8.2. Sooke Boxing Re: Arena Dry Floor Rental

9. Notice(s) of Motion

10. New Business

11. Adjournment

12. Next Meeting: October 8, 2024



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, June 4, 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, J. Warner, A. Wickheim, N. Quint

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

Absent: M. Tait

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

That the agenda for the June 4, 2024 session of the SEAPARC Commission be approved with the addition of item 7.6. Strategic Plan Update - Verbal.

CARRIED

3. ADOPTION OF MINUTES

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

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

CARRIED

4. CHAIR'S REMARKS

Commissioner Beddows and Commissioner Tait are attending the Federation of Canadian Municipalities Annual Conference in Calgary this week. Charters Road is closed for several months, traffic delays will impact access to SEAPARC facilities.

5. YOUTH REPORT

Commissioner Quint reported that a current topic among youth related to recreation and wellness is the sport of tennis. With a population over 15,000 there is only one public tennis court in Sooke. The second court was repurposed as pickleball courts. This can be a

challenge for youth when they arrive to play and have to wait up to an hour for the court to be available.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no presentations.

7. COMMISSION BUSINESS

7.1. 2024 January to April Programs and Services Report

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

- Growth trends
- Aquatic training
- Drowning prevention

This report was received for information.

7.2. BC Children's Hospital Foundation Festival of Trees

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

- Ownership of the trees
- Community impact
- Budget implications

MOVED by Commissioner Little, **SECONDED** by Commissioner Quint,

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

DEFEATED

Opposed: Dowhy, Warner, Wickheim, Quint

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

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.

CARRIED

Opposed: Beddows, Little

Commissioner Quint left the meeting at 7:01pm

7.3. Private Therapist Access Policy

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

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

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

CARRIED

7.4. Financial Statement of Operations – First Quarter of 2024

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

7.5. Skate Park Update - Verbal

- M. Alsdorf provided an update on the Skate Park Conceptual Design Project:
- Geotechnical Survey was completed; the flat surfaces do not contain rebar; there is no option to build on top of the existing skate park; the concrete can be used as fill/base
 - Community engagement is completed with an online survey and open house
 - Design direction report is completed
 - Funding options for full project and additional features to be determined

7.5. Strategic Plan Update - Verbal

- M. Alsdorf provided an update on the Strategic Plan Project:
- Collection of background data is ongoing with review completion anticipated for early July
 - Community engagement to occur over July and August, possibly into September. This will include 6 focus groups, two open houses, and an online survey.
 - Commission workshop in October
 - Draft Plan anticipated for November, with approval in December

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:
- Camp Barnard will be hosting the Scouts Jamboree this July, hundreds of youth will be in attendance

11. ADJOURNMENT:

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

That the June 4, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:17 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT Capital Project Funding - SEAPARC

ISSUE SUMMARY

To request approval for borrowing to fund capital projects under the Sooke & Electoral Area Parks and Recreation Commission service.

BACKGROUND

Sooke Skate Park

In 1997, the Rotary Club of Sooke initiated the construction of the Sooke Skate Park, in partnership with the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) and School District 62. The Rotary Club agreed to build the park and the Commission agreed to lease the site from School District 62 and maintain the park upon its completion. The Sooke Skate Park is currently at end of life. The current land lease is month-to-month. Long-term lease negotiations with the school board are underway.

The existing skate park structure provides very limited opportunities for an incremental renovation approach. The feature dimensioning and layout of the skate park do not meet modern design standards and the steel and concrete installation is not compliant with modern specifications. There is extensive surface deterioration. Repair of the skate park is not a financially viable option.

Staff have contracted a consultant, Radius Skate Parks, to engage with residents to establish a concept design for replacement of the Sooke Skate Park. The next steps for replacement would involve technical design, demolition and construction of a new skate park. Existing drainage issues would be addressed as part of the work. The estimated cost for detailed design and construction is \$1,100,000 and would extend the service life of the skate park by approximately 25 years. Skate Park replacement requires supplementary financing to fund the project. This would need to be grant funds or new debt. Staff have been unsuccessful in identifying applicable grant funds over the past five years.

Heat Recovery System – Phase One

In 2022, SEAPARC emitted 245 t CO₂e, the second-largest emission emitter, accounting for 16% of the CRD's facility greenhouse gas (GHG) emissions. To meet the climate targets of the CRD and the District of Sooke, projects have been identified in SEAPARC's 20-year capital plan to reduce emissions.

A 2022 building condition assessment completed by engineering consultant, WSP, forms the base of the 20-year capital plan for SEAPARC. This assessment identified expected end of life of several key components between 2024 and 2030, including:

- evaluation of arena & pool mechanical systems (2024)
- replacement of pool boiler system circulation pumps (2026)

- replacement of pool dehumidifier heat exchangers (2026)
- replacement of pool/admin air handling unit and air conditioning condenser (2026)
- overhaul of pool dehumidifier unit (2030)

When analyzing these required renewals/replacements with a lens on the identified climate goals, staff have planned to initiate a heat recovery project, with detailed design in 2025 and construction in 2026 in the capital plan. Cost of this project is estimated at \$2,200,000 with a Class D estimate and will be further refined once detailed design is complete in 2025. This heat recovery project will have a significant improvement in the GHG emissions at SEAPARC Recreation Centre and will integrate pool and refrigeration systems, domestic hot water and HVAC. The estimated GHG reduction is 120 t CO_{2e}.

This project requires new debt to proceed, per the approved 2024-2028 budget.

As the SEAPARC service area does not include the entire Juan de Fuca electoral area, there are only two options to obtain participating area approval for borrowing, either through the staff recommended alternative approval process or by referendum/elector assent, which is very costly to conduct.

ALTERNATIVES

Alternative 1

That staff be directed to prepare a new loan authorization bylaw to fund the Sooke Skate Park replacement and phase one of the heat recovery project for SEAPARC Recreation Centre, with electoral approval obtained through the alternative approval process.

Alternative 2

That staff report back on the timeline and financial implications related to the closure and decommissioning of the Sooke Skate Park.

Alternative 3

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

The SEAPARC Recreation Centre heat recovery project is critical to support the CRD Board and Corporate Priority on climate action and environment, reducing greenhouse gas emissions. The Sooke Skate Park aligns with the Corporate Priority to provide affordable recreation opportunities that improve livability. The skate park is a free recreational facility, open to all ages, and includes infrastructure for skateboarding, biking and scootering.

Alignment with Existing Plans & Strategies

The 2015-2030 SEAPARC Strategic Plan recommends replacement and expansion of the Sooke Skate Park. The skate park renewal is identified in 2024 in the 5-year capital plan. The heat recovery project is included in the CRD's Climate Action Strategy, and also approved in the 5-year capital plan.

Climate Action Implications

The SEAPARC Recreation Centre heat recovery project is critical to reach the corporate target to reduce greenhouse gas emissions by 45% by 2030. The estimated GHG reduction is 120 t CO₂e and will reduce SEAPARC Recreation Centre emissions by almost 50%. This project will also significantly reduce domestic water use as it is currently required in the cooling process for the refrigeration plant.

Financial Implications

The estimated cost for the skate park including detailed design and construction is \$1,100,000 and would extend the service life of the skate park by approximately 25 years.

The heat recovery project is estimated to cost up to \$2,200,000. Costs will be further refined once detailed design is complete in 2025. The budget estimate for standard replacement of certain heating and cooling components identified in the building condition assessment are estimated at \$500,000 and would be incorporated in the heat recovery project. This project is estimated to save approximately \$300,000 in operating costs over the lifetime of the equipment.

In the approved 5-year capital plan in the 2024-2028 budget, the skate renewal was proposed to be funded by capital reserves (\$250,000) and grants (\$750,000) but grant funding is not materializing due to unavailability of appropriate programs. The heat recovery project was proposed to be funded by new debt (\$2,050,000) and grants (\$150,000).

The capital reserve balance is estimated to be \$985,000 at the end of 2024 and cannot support these projects.

The proposed borrowing for both projects is \$3,150,000 (\$1,100,000 for skate park replacement, \$2,050,000 for heat recovery). The timeline to secure debt is approximately 8 months, as a loan authorization bylaw will need to be passed and elector approval is required.

Based on borrowing of \$3,150,000 million and the forecasted borrowing rate of 4.8% over a 15-year repayment period, the annual debt service cost is estimated at \$315,000. This would represent an approximate increase of 5% in the 2027 base budget. To minimize the effect on the current operating budget, short-term financing would be utilized through the design and construction phases of the projects and long-term debt issue would be planned for spring 2027 when the projects are complete. The short-term borrowing costs will have minimal impact on the 2025 requisition.

Due to these two projects, an annual increase in the transfer to the capital reserve fund is recommended, based on the CRD capital reserve guidelines, at an estimate of between \$25,000-\$75,000 and would start in 2027, once the projects are completed.

Existing SEAPARC debt for weight room equipment is retiring in 2024 and the Throup Road (golf course) property debt will be retired in 2032 (payments of approximately \$54,000 annually).

Service Delivery Implications

The current skate park is at end of life and requires replacement to meet the needs of the

community. There are safety concerns with the current deficiencies at the skate park that require future closure if the skate park is not replaced. Repair is not a financially viable option.

The heat recovery project will improve moisture in the air for the pool facility, reducing the humidex in the natatorium. This will improve the working conditions for the staff in that area. Pending further design, it may be an option to incorporate cooling for arena and/or pool, providing user comfort and climate resiliency.

Social Implications

The Sooke Skate Park provides opportunities for free recreational activity and space for social connectedness in the community.

CONCLUSION

The Sooke Skate Park is at end of life and requires replacement. Several mechanical systems are nearing end of life at SEAPARC Recreation Centre and have been incorporated into a heat recovery project to replace/renew systems while reducing greenhouse gas emissions to meet corporate targets. Borrowing in the amount of \$3,150,000 is required to proceed with these projects.

RECOMMENDATION

The Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

That staff be directed to prepare a new loan authorization bylaw to fund the Sooke Skate Park replacement and phase one of the heat recovery project for SEAPARC Recreation Centre, with electoral approval obtained through the alternative approval process.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY SEPTEMBER 03, 2024

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

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

BACKGROUND

The second quarter financial results are now available for the period ended June 30, 2024.

In the second quarter 2024, we continued to see combined overall admission and membership revenue on track, which exceeded 2023 second quarter results by 13%. The pool admission revenue exceeded 2023 revenues by 10%. The pool also had lower second quarter expenses due to salaries and wages. Arena combined admissions and portion of membership sales exceeded 2023 results by 56% with strong public session attendance and the addition of roller skating sessions in the spring. Community recreation was relatively unaffected and was on track. DeMamiel Creek Golf Course saw a 13% increase in seasonal membership sales over 2023; however, there was a reduction of 27% in drop-in admissions compared to 2023. Golf revenue continues to be weather dependant and is on track; however, it is projected golf expenses will exceed budget for 2024. Administration & operation wages are also expected to exceed budget due to customer service demands. Close monitoring of discretionary expenditures for all program areas will ensure minimal cost overruns.

After six months of operations, actual results should be at 50% of budget utilization.

- Overall SEAPARC revenue was 48% of budget.
- Fitness program revenue was 79% of 2024 budget.
- Pool admission and rental revenue were averaging 50%; arena admissions and rental revenue were averaging 37%; fitness and weights admissions were averaging 52%, respectively.
- Community recreation program revenue for adult/youth were well over budget expectations at 231%; whereas early years and school age programs are below target at 27% with projected increases coming this summer with camp program offerings. This is due to a realignment of course revenue allocation. Licensed preschool programs were above expectations at 74%.
- Outdoor facility revenues were above expectations at 67%.
- Concession revenue was at 57%, where vending remained steady at 37% of budget expectations
- Direct operating costs were on budget with an average of 47%, whereas indirect expenses were 48% for the second quarter.
- All expenses are closely monitored and continue to remain within forecasted values.

CONCLUSION

SEAPARC Recreation plays an essential role in the personal health and wellbeing of the greater Sooke and electoral area community. We continue to see increased interest in our facilities and service offerings. Overall performance is on target with budget expectations during the second

quarter of 2024. Fitness & weights, pool, arena, adult/youth community recreation, and outdoor facilities will likely out-perform budget outlook and balance out areas falling below budget expectation, such as golf and early/school age programs.

RECOMMENDATION

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

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

ATTACHMENT(S)

Statement of Operation – Second Quarter of 2024

APPENDIX A

SEAPARC

STATEMENT OF OPERATIONS (6 MONTH ENDING - Jun 30, 2024)

	% of Budget Utilized	2024	2024	2023	Actual YTD Difference	
		BUDGET	YTD Jun-30	YTD Jun-30	2024 to 2023	
50% percentage of budget - 6 months					Dollars	%
DIRECT OPERATING REVENUES						
Admissions & Membership passes	49%	895,250	438,743	388,117	50,626	12%
Programs	49%	505,200	247,099	193,991	53,107	21%
Rentals	38%	389,862	148,822	157,708	8,885	-6%
Resale goods, concession	39%	76,500	29,852	22,910	6,942	23%
Advertising	10%	6,700	650	2,674	2,024	-311%
Sponsorships, grants, donations	78%	16,682	12,930	8,700	4,230	33%
Other (commissions, fees)	33%	45,430	14,977	19,951	4,974	-33%
TOTAL OPERATING REVENUES	46%	1,935,624	893,074	794,052	99,022	11%
DIRECT OPERATING EXPENSES						
Contract & instructional services	62%	57,450	35,584	34,071	1,513	4%
Operating supplies	43%	184,635	78,677	99,004	20,327	-26%
Repairs & maintenance (pool, arena, golf, outdoor)	56%	141,363	78,671	78,497	174	0%
Rentals	0%	7,000	-	-	-	#DIV/0!
Travel & vehicle costs	24%	15,783	3,786	20,598	16,812	-444%
Wages & benefits	47%	1,541,364	720,580	645,358	75,221	10%
Other (staff training, licences, fees, grants in aid)	19%	13,846	2,579	2,589	10	0%
TOTAL DIRECT OPERATING EXPENSES	47%	1,961,441	919,876	880,117	39,759	4%
CONTRIBUTION DIRECT OPERATIONS	104%	- 25,817	- 26,802	- 86,065	59,263	-221%
INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE						
Advertising & promotion	36%	21,000	7,534	13,391	5,857	-78%
Contract for services & legal	60%	1,000	605	-	605	100%
CRD Charges (IT, HR, Ops, labour)	51%	304,700	156,721	134,897	21,825	14%
Insurance	100%	32,570	32,570	32,370	200	1%
Licences, fees and dues	65%	53,650	34,924	16,556	18,368	53%
Repairs and maintenance	62%	58,500	36,249	37,931	1,682	-5%
Rentals	47%	2,550	1,199	911	289	24%
Supplies	97%	55,100	53,501	56,646	3,145	-6%
Utilities	37%	313,158	115,519	145,868	30,349	-26%
Travel & vehicle costs	79%	10,300	8,104	3,856	4,247	52%
Honoraria	0%	1,020	-	-	-	#DIV/0!
Wages & benefits	46%	1,793,564	831,410	718,624	112,786	14%
Other (meetings, print costs, staff training, courier, postage, etc.)	55%	20,150	11,087	9,606	1,481	13%
Contingency	#DIV/0!	-	-	-	-	#DIV/0!
TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE	48%	2,667,262	1,289,423	1,170,655	118,768	9%
INDIRECT REVENUES						
TOTAL INDIRECT REVENUES	84%	160	134	-	134	100%
NET CONTRIBUTIONS (DEFICIT)	49%	- 2,692,919	- 1,316,091	- 1,256,720	- 59,370	5%
TRANSFERS & DEBT						
Transfers to Capital Reserve Fund	0%	355,000	-	-	-	#DIV/0!
Transfers to Equipment Replacement Fund	50%	115,000	57,500	55,000	2,500	4%
Transfers to Operating Reserve Fund	#DIV/0!	-	-	-	-	#DIV/0!
Debt-interest payments	40%	64,417	25,588	31,784	6,197	-24%
Debt-principle payments	72%	80,486	57,863	56,899	965	2%
M.F.A. Debt Reserve Fund - Arena other debt	0%	160	-	-	-	#DIV/0!
TOTAL TRANSFERS & DEBT	23%	615,063	140,951	143,683	- 2,732	-2%
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	44%	- 3,307,982	- 1,457,042	- 1,400,403	- 56,638	4%
Requisition & Payment in Lieu	0%	3,307,982	10,100	5,758	4,342	43%
Prior Year Surplus	#DIV/0!	-	-	54,750	54,750	#DIV/0!
NET OPERATIONS	#DIV/0!	-	- 1,446,942	- 1,339,896	- 107,046	7%



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT Capital Projects & Facility Update

ISSUE SUMMARY

To provide an update on the capital and facility projects completed from May through August 2024.

BACKGROUND

Reception Redesign

The reception redesign project is nearing completion. Glass surround is the main outstanding item to be completed. There have been some challenges securing a contractor for the glass design and installation. Staff and patrons have had a positive response to the improved ergonomics and accessibility.

Arena Ice

Staff installed the ice in a much shorter time frame this year, meeting targets to offer ice and public skating as soon as possible after the Sooke Fine Art Show. Ice bookings start August 19 this season with 69 hours of ice booked and 11 public sessions in the last two weeks of August. In prior years, ice season started the Tuesday after the September long weekend.

Parking Lot Upgrades

The parking lot had 76 square metres of asphalt and sub-base repaired as well as a complete line repainting. Annual repairs are now part of the capital plan.

DDC Control Upgrade

Ainsworth has our new web-based building controls software live and operational. Key staff will receive training on the new system in September. This project was completed well under budget by using existing server infrastructure at the CRD Fisgard building.

Pool Tile Repairs

The top cap of the foundation wall along the pool windows where the structural repairs were made last year have been retiled. The tile used at the time of repair was not a match and the original tile is no longer available. This work completes the pool structural column project.

Pool Changeroom Plumbing

Failing plumbing fittings in the ceiling space of the universal and men's changerooms were replaced during shut down. Similar fittings will be replaced in the women's changerroom next year.

Accessibility Lift Track Replacement

The accessibility lift track was at end of life and recommended for replacement. This replacement was completed during pool shutdown and included a new lift that remains on deck for ease of public access. The existing portable lift will now be available as a backup, and in the event that patrons are in need of the lift in the change room at the same time as on the pool deck.

Video Surveillance System Upgrade

The video surveillance system was upgraded with new hardware and software. Cameras were added in the pool and arena lobby spaces. Reception staff will have a live feed of the arena lobby to allow for monitoring of the area from the safety of the reception area. This project is anticipated to be completed below budget.

EV Charger Fee Implementation

Bylaw 4607 Electric Vehicle Charging and Fees Bylaw has been adopted by the CRD Board, with user fees (\$1/hr) being implemented for CRD EV chargers as of August 30, 2024. Four additional chargers are planned for SEAPARC Recreation Centre installation this fall funded by grants.

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.

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



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT **Guide and Service Animals Policy**

ISSUE SUMMARY

To introduce a policy for guide and service animal access to SEAPARC facilities.

BACKGROUND

Staff require guidance regarding animals accessing SEAPARC facilities. There are considerations to ensure access for patrons with a disability while maintaining safe, clean welcoming facilities for patrons and staff. There are also requirements under the Pool Regulation of the Public Health Act that operators must prevent contamination or fouling of the pool and meet stringent water standards. Only guide dogs and service dogs as defined under the Guide Dog and Service Dog Act are permitted in the pool.

Other recreation centre policies were reviewed for consistency.

The proposed policy includes:

- Definitions of guide and service dog;
- Provisions for access to the facility for guide and service animals;
- Acknowledgement of patron and staff allergies;
- Guidelines to ensure the pool meets regulations.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.05 Guide and Service Animals.

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 individuals with a certified guide or service animals while maintaining health and safety standards.

CONCLUSION

The policy provides staff and patrons with direction regarding access of SEAPARC facilities with a guide or service animal.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.05 Guide and Service Animals.

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

Appendix A: Policy No. A-100.05 Guide and Service Animals



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	GUIDE AND SERVICE ANIMALS		
Adopted Date	September 3, 2024	Policy Number	A-100.05
Last Amended			
Policy Owner	SEAPARC Recreation		

1. POLICY:

Animals and pets, with the exception of guide and service animals, are not permitted inside SEAPARC facilities.

2. PURPOSE:

To provide safe, clean, welcoming and accessible facilities for patrons and staff.

3. SCOPE:

This policy applies to all patrons and staff when inside SEAPARC facilities.

4. DEFINITIONS:

Guide dog means a dog that:

- (a) is trained as a guide for a blind person, and
- (b) is certified as a guide dog

Service dog means a dog that

- (a) is trained to perform specific tasks to assist a person with a disability, and
- (b) is certified as a service dog

5. PROCEDURE:

A patron with a disability that is accompanied by a certified guide or service animal will be allowed access to all SEAPARC facilities that are open to the public unless otherwise excluded by the law. All other animals, including therapy and emotional support animals (as they are not eligible for certification) are not permitted inside SEAPARC facilities.

Patrons may be required to show their government-issued Guide Dog and Service Dog Certificate ID card at any time.

If there is a health and safety concern for another person, such as a severe allergy to the service animal, reasonable efforts will be made to meet the needs of all individuals including eliminating in-person contact or creating distance between the individuals.

POOL

Service animals are permitted in the pool area but should not impede the safety of others using the pool. Within the pool enclosure, guide/service animals must maintain a minimum distance of 6 feet from the water. Guide/service animals only permitted in the water in an emergency situation to assist the patron.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
September 3, 2024	

8. REVIEW(S):

Review Date	Description:

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

BC Pool Regulation
Guide and Service Dog Act



Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT SEAPARC Benefactor Program and Display

ISSUE SUMMARY

To provide an update on the benefactor program and wall display at SEAPARC Recreation Centre

BACKGROUND

In 2002, the benefactor program was created to provide businesses, service clubs, community organizations and residents the opportunity to make a lasting financial contribution to SEAPARC. At that time, SEAPARC then entered into an agreement with an artist who was commissioned to create the artwork that became the backdrop of the benefactor display. Since that time, the benefactor names have been displayed on a wall of the facility main lobby.

The benefactor artwork has worn over time and needs repair. It also covers a large section of the wall and is located in a high traffic area. Maintaining the historical significance of the benefactors is a priority, however this wall space could also be utilized for other SEAPARC priorities including programs and service promotions.

The 2002 agreement with the artist indicates that permission to display the artwork as part of the benefactors' wall is at the discretion of SEAPARC, that SEAPARC maintains the right to assign and adjust contributor's plaques as desired but shall not alter the artwork. Further that SEAPARC maintains sole discretion to remove or replace the artwork from the benefactors board.

Staff contacted the artist to advise them of the artwork condition and that an alternate for displaying the benefactor names is being pursued. The artist viewed the artwork in person and has indicated that they have no concerns with SEAPARC retiring the artwork however is deemed appropriate.

Staff will seek an alternative for displaying the benefactor names in a new location within the facility and retire the artwork.

IMPLICATIONS

Financial Implications

The agreement indicates that the artist shall be consulted before any restoration and shall be given the first opportunity to oversee the restoration. Further, that the artist shall not charge SEAPARC for any services rendered during the restorative repairs. Due to the length of time that has passed since the artwork was erected it may be difficult to repair.

CONCLUSION

The SEAPARC benefactor program holds historical significance. Retaining and displaying the names of those who contributed within the facility ensures that this archival information is

maintained. Changing how the benefactor names are displayed, and its location allows the current wall location to be better utilized for promoting SEAPARC programs and services.

RECOMMENDATION

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

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

ATTACHMENT(S)

Appendix A: SEAPARC Benefactors Program

Appendix B: SEAPARC Benefactors Board Artwork Agreement Terms and Conditions

SEAPARC LEISURE COMPLEX BENEFACTORS PROGRAM AND RECOGNITION CRITERIA

Becoming a Benefactor provides an opportunity for businesses, service clubs, community organizations and residents to make a lasting contribution to the SEAPARC Leisure Complex. Your donation will be used wisely to purchase required items. All donations will be recognized accordingly.

Benefactor Categories:

- Diamond Any donation over \$50,000
- Platinum Any donation over \$25,000
- Gold Any donation over \$10,000
- Silver Any donation over \$ 1,000
- Bronze Any donation over \$ 200
- Appreciation Any donation over \$ 10

All Benefactors from Diamond to Bronze will receive:

- Name prominently displayed on the Benefactor Board at the SEAPARC Leisure Complex
- Tax receipt for your charitable donation *

Benefactors will receive the following additional benefits in accordance with their contributions:

Diamond	One corporate swim per year for 10 years. Your group will have exclusive use of the pool and multipurpose rooms for this event. 200 individual one time family participation passes.
Platinum	One corporate swim per year for 5 years. Your group will have exclusive use of the pool and multipurpose rooms for this event. 100 individual one time family participation passes.
Gold	50 individual one time family participation passes.
Silver	10 individual one time family participation passes.
Bronze	5 individual one time family participation passes.
Appreciation	Tax receipt for your charitable donation *

**Donations for gifts of money or materials received through the Benefactor Program are tax deductible. For purposes of claiming a deduction for such gifts, the Capital Regional District is treated as a charitable organization under Section 110 and 118 of the Income Tax Act. The Capital Regional District will issue tax receipts for donations received over \$10.00*

**Sooke & Electoral Area Parks and Recreation Commission
Benefactors Board Artwork Agreement
Terms and Conditions**

THIS AGREEMENT made as at the 16 day of April, 2002.

BETWEEN **Sooke & Electoral Area Parks and Recreation Commission
2168 Phillips Road
Sooke, BC V0S 1N0
(hereinafter called "SEAPARC")**

-and-


(hereinafter called "the Artist")

WHEREAS SEAPARC issued a proposal call to artists to provide a conceptual design for artwork of the Benefactors Wall at the SEAPARC Leisure Complex in accordance with the attached "Parameters for the SEAPARC Benefactors Board" and whereas

The Artist submitted a design in accordance with the guidelines as outlined in the "Parameters for the SEAPARC Benefactors Board" and was subsequently selected by the public Art Selection Committee.

IT IS THEREFORE AGREED:

1. That the artwork is owned by the Artist and the Artist owns the copyright to the artwork as granted under the Copyright Act.
2. That the original design remains the property of the Artist and shall be returned after the Benefactors Board has been completed.
3. That if the work is damaged, SEAPARC shall consult the Artist before any restoration and shall give the Artist first opportunity to oversee restoration.
4. That if restorative work is required, the Artist shall not charge SEAPARC for any services rendered during restorative repairs.
5. That the Artist shall provide the artwork for the Benefactors Board in exchange for permanent recognition and that permission to display the artwork in the SEAPARC Leisure Complex as part of the Benefactors Wall shall remain at the discretion of SEAPARC.
6. That SEAPARC shall maintain the right to assign and adjust Contributor Plaques on the Benefactor Board as desired, but shall not alter the artwork, which shall remain as the artistic backdrop for the Benefactors Board and for which the Artist retains the sole right to the artwork.
7. That the Artist shall have final approval of the finished product before it is mounted.
8. That SEAPARC and the Artist commit to completing the project no later than August 30, 2002.

Artist Initials _____ *SEAPARC* _____

Page 1 of 2

9. That SEAPARC or the Artist may withdraw from this agreement at any time prior to completion of the Benefactors Wall.
10. That, notwithstanding the Copyright Act, SEAPARC has sole ownership and responsibility of the care and maintenance of the Benefactor Board at the SEAPARC Leisure Complex.
11. That SEAPARC maintains sole discretion to remove or replace the artwork from the Benefactors Board.
12. That recognition to the Artist as stated in Number 2, shall consist of the Artist's name in proportion and reasonable similarity to the accepted design proposal.
13. That the Artist shall not require SEAPARC to make any changes to the artwork design or material as it pertains to the Benefactors Board at the SEAPARC Leisure Complex.

I have read the Benefactors Board Agreement and agree to abide by the terms and conditions as incorporated into this agreement.

DATED ____ day of _____, _____.

On behalf of the Artist

On behalf of SEAPARC

Witness

Artist Initials _____ *SEAPARC* _____



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

May 13, 2024

VIA EMAIL seaparc@crd.bc.ca

Sooke & Electoral Area Parks and recreation Commission
SEAPARC Leasure Complex
2168 Phillips Road
Sooke, BC V9Z 0Y3

To Whom it may concern,

Reserving SEAPARC Multi-Purpose Room in Support of hosting First Shift

On 1 May 2024, Sooke & District Minor hockey Association (SDMHA) was notified that our application to host a National Hockey League (NHL) and National Hockey League Player's Association (NHLPA) First Shift program in the Fall of 2024 was approved.

In support of hosting this program, SDMHA is required to provide an appropriate venue for the Welcome Event (this is where Bauer representatives conduct an in person fitting for the program participants and hand out hockey equipment); last year this event was hosted in SEAPARC's Multi-Purpose room which was noted as an ideal venue.

The purpose of this letter is to request endorsement from the Commission to reserve, at no cost, the Multi-Purpose room on 1 November 2024. Based on information provided by our First Shift program representative, the room would ideally be reserved from 2pm-830pm to allow for staging/setup of the space, training for our volunteers, the event itself, and of course cleanup to return the venue to its original state.

Background on the Frist Shift Program

The program's mission is to change the way hockey is offered by inspiring new families to join the hockey community and enroll their kids in sport, while creating positive conversations and exposure for the great game.

The NHL/NHLPA First Shift program is designed to ensure a positive experience for new-to-hockey families. They want families to experience the game at its best — to understand why so many Canadians feel an inherent love for the sport — and to stimulate a desire for continued participation.

The NHL/NHLPA First Shift, along with partners Bauer, Hockey Canada, the NHL, and the NHLPA, aim to increase girls' registrations in the 2024-25 season. This is in-line with the goals of SDMHA as we continue to look for opportunities to grow our female registration and increase the number of female teams within our association.

Additional information about the NHL/NHLPA First Shift program can be found on their website www.firstshift.ca



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

With many families struggling financially, this program helps to remove intimidation as it relates to the cost of equipment requirements by providing a low-cost entry to hockey program that is memorable and fun.

As part of hosting the program, SDMHA is required to cover the cost of ice rentals for the participants who receive six on-ice sessions to become acquainted with their hockey gear, play small games and learn the basics of hockey. This expenditure is the reason SDMHA is requesting the Commission's endorsement to reserve the SEAPARC Multi-Purpose room at no cost in support of this program.

Regards,

Allen Johnston
Director Risk management
SDMHA
Risk@Sookeminorhockey.ca
(778) 677-0833



May 29th, 2024

Members of the SEAPARC Board of Commision,

The purpose of this letter is to request approval for rent of the arena dry floor from 1800hrs May 22, 2025 to 2000hrs May 25th,2025 by the Sooke Boxing Club for the 6th Annual "West Coast Wonder Women+" (WCWW+) International All Female Boxing Tournament.

"WCWW+" was established in 2018 by Ellen Connor Head Coach of the Sooke Boxing Club. It is the only All Female International Boxing Tournament in Canada and one of only 4 in the world. This annual event was created out of the belief in the power of women and the need to redefine the historical and societal perceptions of who defines a boxer. "West Coast Wonder Women+" draws athletes of all ages from all across Canada, The United States, Mexico and around the World, sending the message that we stand stronger together.

The intention of this event is more than boxing. It's about breaking barriers, fostering equality, and inspiring change. WCWW+ highlights and promotes gender equality in sport. WCWW+ also showcases the community of Sooke. Since 2018, each year we have had upwards of 100 athletes along with their coaches and family members, residing, dining and shopping within our town for the entire duration of the 3 day tournament contributing to countless local businesses. It is not only town merchants that stand to gain. The proceeds of this event will be utilized in the advancement of programs within the community. This will include workshops, training camps and the continuation of our West Coast Wonder Women+ Outreach Teams' ability to provide free boxing to students within the Sooke and Greater Victoria School Districts.

The Sooke Boxing Club is a non profit organization thriving on sweat equity, an exclusive team of volunteer coaches and support team members and a very limited budget. We are inviting your participation and support in ensuring the continued success of our efforts by asking for your consideration for a discounted rental rate. The amount that we are able to propose at this time is \$1500.00 for the entire event. We would also request that we obtain a liquor license and operate our own concession stand. As a non profit organization, we rely heavily on diverse revenue streams to support our mission and sustain our community programs. We understand the responsibility that comes from serving alcohol and are committed to adhering to all regulations and guidelines. We will ensure that the volunteers are properly trained and certified with serving it right.

We kindly ask for your support and approval with our request.

Should any questions or concerns arise please contact Ellen Connor, head coach, at sookeboxing@gmail.com 250-634-4941

Thank you for believing in the power of women, we stand stronger together.

Sincerely,

Ellen Connor

The Sooke Boxing Club