



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:

PO Box 421
Sooke, BC
V9Z 1H4

TELEPHONE:

(250) 642-8000

FAX:

(250) 642-4710

EMAIL:

seaparc@crd.bc.ca

WEBSITE:

www.seaparc.ca

AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, December 4, 2013 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of November 6, 2013
4. Chair's Report
5. Directors' Report
6. New Business
 - a. Amendment of Previously Adopted Minutes of October 2, 2013
7. Unfinished Business
8. Staff Reports
 - a. Staff News
 - c. Staff Report: Bike Park
9. Public Question Period
10. Round Table
11. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, November 6, 2013
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

Mission Statement:

*"Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area"
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: J. Perkins (Chair), B. Berger, D. Bishop, M. Hicks (JDF Director),
P. Grove,
Staff: L. Finch, Acting SEAPARC Manager, N. Stewart, Administrative Services Coordinator,
L. MacDonald, Recording Secretary
Absent: W. Milne (Sooke Director)
Public: 0
Press: 0

1. CALL TO ORDER

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

The Chair announced that the meeting was being audiotaped by the Recording Secretary for minute taking purposes.

2. ADOPTION OF AGENDA

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the agenda be approved. **CARRIED**

3. APPROVAL OF THE MINUTES OF September 11, 2013

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the minutes of October 2, 2013 meeting be adopted. **CARRIED**

4. CHAIR'S REPORT

December meeting will be at the call of the Chair.

5. DIRECTOR'S REPORT

Director Hicks reported on the hiring of the new SEAPARC Manager. Steve Knoke is currently the Cowichan Aquatic Centre Complex Manager. Prior to North Cowichan, Steve worked with the Abbotsford Recreation Centre as the Pool Manager. His first day at SEAPARC will be December 2, 2013.

6. NEW BUSINESS

Due to the absence of Director Milne, the following item will be included on the next meeting's agenda:

- a. EMCS Graduation Ceremonies 2014

7. UNFINISHED BUSINESS

8. STAFF REPORTS

- a) **Staff News**

Staffing

The Recreation department welcomes Ryan Seeburger, who has been hired to work as an auxiliary arena program staff.

Aquatics Highlights

The Red Cross Swim to Survive program has started. During the months of October and November all grade 3 students in Sooke have an opportunity to visit the pool three times to learn techniques to keep them safe in and around open water. During the month of October, the Sharks Swim Club after school program had 31 participants between the ages of 6-13 years.

Recreation Highlights

The Thanksgiving \$2 Turkey Skate drew 53 people in attendance. Donations were collected for the Sooke Food Bank. Tuesday night public skates have been well attended with an average of 58 participants, including many teens, each night. A few new programs were added to the fall schedule including preschool music and dance lessons, as well as guitar lessons for school age youth. To date all of these programs have been well received. The Sooke Storm Basketball program, which takes place at Poirier Elementary, continues to be a popular program.

ADMINISTRATION

Skate Park Lighting

Installation of the new light standard in the skate park is complete. After consulting with Sooke RCMP Staff Sgt. Steve Wright, the timer has been set to turn the light on at 5 pm and off at 10 pm.

Staff Discount Policy

Concerns have been expressed by staff regarding the decision to remove program registration discounts from the Staff & Commission Access to Facilities and Programs policy. The Program Services Manager and the Chair have agreed that the revision will be placed on hold until the new Manager has time to review the matter.

b) Arena Dehumidification

The Administrative Services Coordinator outlined a Staff Report, prepared by the Facilities Operations Supervisor, which provided options to replace the arena's desiccant and conventional dehumidifiers. The Commission requested that staff provide more information on the two desiccant dehumidifier units being considered (A10 & A20) including:

- warranty and average lifespan
- capability to provide year round ice
- units currently in use by other arena facilities

As well as:

- details on purchase cost of SEAPARC's existing desiccant dehumidifier
- details on manufacturer's replacement credit

c) 2014 Budget

The Administrative Services Coordinator provided an overview of the 2014 operating budget.

Reserve Fund Projected Balances as of December 31, 2013

401 (Facilities & Recreation)	
Capital Reserve	\$496,000
Equipment Replacement Fund	\$102,000

403 (Swimming Pool)	
Capital Reserve	\$162,000
Equipment Replacement Fund	\$ 63,000

Discussion points included:

- Effective 2013 the CRD moved to a 3 year budget planning cycle including a 2% increase each year (2013-2015)
- In 2012, \$25,000 was placed into a Reserve Account for planning purposes
- A healthy Capital Reserve Fund will be beneficial should an infrastructure grant become available that requires partial funding in place
- The age of existing facilities must be taken into consideration with the arena now 38 years old and the pool 13 years old
- The Capital Reserve Fund can used for infrastructure, replacement or expansion while the Equipment Replacement Fund can only be used to replace existing equipment

MOVED by Commissioner Berger, **SECONDED** by Director Hicks that the Commission approve the 2014 operating budget as presented. **CARRIED**

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the Commission approve a transfer of funds from the Capital Reserve Fund to the evaporative condenser replacement project account to cover the extra costs involved in the purchase and installation of the evaporative condenser.

CARRIED

9. PUBLIC QUESTION PERIOD

10. ROUNDTABLE

Commissioner Berger shared concerns regarding the gate from the Visitor's bench to the Penalty box being very difficult to open and close. Staff will investigate further.

Commissioner Bishop queried the status of the digital sign. The Administrative Services Coordinator reviewed Ministry of Transportation & Highways requirements and previously proposed signage options. More information to follow once quotes received.

The bike park steering committee will hold its first meeting on November 14, 2013.

11. ADJOURNMENT

The meeting adjourned at 7:45 pm

Jim Perkins, Chair

Lynn MacDonald, Recorder

NEW BUSINESS

**AMENDMENT OF
OCTOBER 2, 2013 SEAPARC MINUTES**

Request:

November 28, 2013 email:

I would like to clarify a point that was made in the minutes for this meeting at which I was a delegate on October 2. It was reported that I said the Sooke Bike Club (SBC) would be willing to assist with "conducting fundraising" for the bike jumps at seaparc. This is not entirely accurate according to the notes I used while presenting.

What I said was that the SBC could offer "participation in fundraising partnerships". What is meant by that is that if a non-profit status is required to apply for identified grants, that SBC would lend its name to the application.

Thank you for clarifying this point in the minutes.

Sincerely,

CHRISTINA SCHLATTNER

Sooke Bike Club

Excerpt from SEAPARC Minutes of October 2, 2013 (approved November 6, 2013):

Ms. Schlattner also noted that the Sooke Bike Club would be willing to assist with the coordination of services in a variety of areas including gathering input from youth and park users, working with a park designer, coordinating volunteer workers, conducting fundraising and ongoing maintenance/upkeep.

Recommendation:

Amendment of Previously Adopted Minutes of October 2, 2013

That the previously adopted minutes of the meeting of October 2, 2013 be amended by replacing the phrase "conducting fundraising" on p. 1 of the minutes with "participation in fundraising partnerships".

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF DECEMBER 4, 2013**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Staffing

Linda Finch, Manager of Program Services has accepted a position at UBC as Manager of the Aquatic Facility. Linda's last day at SEAPARC is December 20.

Aquatics Program Highlights

- Bronze Medallion course had 9 registrants.
- Received \$300 grant for National Sports Day. Offering introductory water polo and underwater hockey.
- Received \$2,180 grant from Lifesaving Society. All grade 3 students in Sooke participated in a 3-day *Swim to Survive* course.
- Hosted 5 aquatic birthday parties in November.
- Hosted Aquatic Staff In-Service training session that focused on updated aquatic procedures and lifeguarding principles.

Recreation Highlights

- Saturday *Kindergym* drop-in program has an average of 20 participants each week. One particular day had 36 children.
- *Just for the Girls* and the *Boys Unplugged* have between 12-16 children registered in each program. Participants participate in art sessions, self-defense, swimming, and arts & crafts.
- *Community Adult Walking Program* has over 50 people registered. Great success thanks to volunteer leader, Laura Smith. Laura is welcoming, encouraging and dedicated to the group, and ensures a great variety in walks, which enables people with various levels of mobility to participate. The walks take place every Tuesday and Thursday morning.
- The winter 2014 Active Living Guide is now available. Registration for winter programs opened on November 27.

Safe Halloween

SEAPARC contributed to the Safe Halloween event again this year. Tasks and responsibilities included promotion and advertising in the local newspapers, posters, information on the road sign, on our website, on our Facebook page and general in-house promotion. Four program staff

assisted with the haunted house the night of the event. For next year, staff suggests that SEAPARC, the District of Sooke, and other interested parties meet in the spring of 2014 to discuss and determine the future of the event.

OPERATIONS

Arena Dehumidification

The Facilities Operations Supervisor provided the following responses to questions posed by the Commission at the October meeting regarding desiccant dehumidifiers:

Warranty:

- 1 year

Average lifespan:

- 5 years on the wheel but this can be closer to 8 – 10 years with proper maintenance (\$8,000 - \$16,000 depending on the Model)
- 20 years on the Unit

Capability to provide year round ice:

- The arenas in the capital regional area that currently keep their ice in year round are using A-10's.
- Staff at Accent Refrigeration are of the opinion that an A-10 would be sufficient.
- The Munters' representative is of the opinion that "the A10 will struggle to keep up when we are putting their ice in which is typically August."

Units currently in use by other area facilities:

- Only two island rinks do not utilize desiccant dehumidification systems - CFB Esquimalt/Naden and the Campbell River Curling Club.
- The remainder of the rinks in the capital regional area utilize a minimum of an A-10.

Details on purchase cost of SEAPARC's existing desiccant dehumidifier:

- Best estimate is the SEAPARC paid approximately \$ 70,000.00 for the existing A-5 through Trane during the Refrigeration and Mechanical Upgrade Design Build Project inclusive of all costs.

Details on manufacturer's replacement credit:

As outlined in the November Staff report Munters will:

1. Exchange the existing A- 5 model for a new A-5 Model. SEAPARC would be responsible for the shipping of the new unit from Texas and the old unit to Montreal, installation and start-up costs.
OR
Provide a 25% discount off the cost of a new A-10. SEAPARC would be responsible for the shipping of the new unit from Texas and the old unit to Montreal, installation and start-up costs
OR
2. Provide a 25% discount off the cost of a new A-20. SEAPARC would be responsible for the shipping of the new unit from Texas and the old unit to Montreal, installation and start-up costs

Recommendations from November 6, 2013 Staff Report: Arena Dehumidification:

1. That the Commission approves the purchase an A-10 desiccant dehumidifier (plus shipping costs to/from SEAPARC); and
2. That the Commission approves the purchase a new conventional dehumidifier for redundancy from Munters; and
3. That a call for tenders for the installation of said units is submitted.


Arena Bleacher Access

Staff received two quotes for a vertical platform wheelchair lift. Both quotes were in excess of \$18,000.00 and would not be turn-key.

Staff will be meeting on-site with three local contractors to review and cost the previously discussed wooden wheelchair ramp and bleacher reconfiguration.

Pool Hallway Railings

In response to a patron request, staff have determined that the cost to install railings along one side of the pool/change room hallway will be approximately \$2,800.



Linda Finch
Program Services Manager

STAFF REPORTS



**STAFF REPORT TO THE SOOKE & ELECTORAL AREA
PARKS AND RECREATION COMMISSION
MEETING OF DECEMBER 4, 2013**

SUBJECT

Bike Park

PURPOSE

To further develop and expand the existing SEAPARC Bike Park

BACKGROUND

On October 2, 2013 the Commission moved to create a steering committee to explore options for a general bike park site plan at SEAPARC. This committee was formed and met on November 14, 2013. The memorandum of the meeting is attached and discussion points included:

- History of the site
- Site benefits and challenges
- Parameters of the proposed bike skills park
- Phased implementation
- Maintenance
- Communication plan

ANALYSIS

The Steering Committee proposes that the Commission support the use of approximately 0.8 hectares of land (see Figure 1). Ideally the site would include the existing dirt jumps and the forest to the north for slalom trails. The exact parameters of the site would be determined with consideration of the land dedication that is being negotiated between the CRD and the District of Sooke for the proposed connector road between Phillips Road and Throup Road.

The Steering Committee proposes that the Commission direct staff to develop terms of reference for the request of quotes to develop a conceptual design of the 0.8 hectare site to include access options, redesign/refurbishment of the existing dirt jumps, a pump track, and slalom trails of varying degrees of difficulty in the forested areas. Staff will work with a design firm to develop a conceptual design if the recommendation is approved by the Commission. Once this conceptual design is completed the Steering Committee will bring an action plan to the Commission to determine next steps for securing funding for detailed design and plan implementation.

Access to the site was discussed and determined that the northern access in the municipal right of way needs to be improved for pedestrian safety (near-term) and bike park access (long-term). The Steering Committee suggested that the Commission put forward a request to the District of Sooke to improve this access point.

FINANCIAL IMPLICATIONS

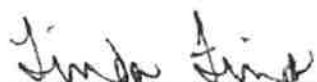
Currently no funds have been allocated to assist in the conceptual design, detailed design or construction. Costs for a conceptual design are estimated at \$2,500 - \$7,500.

ATTACHED DOCUMENTS

1. Memo to SEAPARC Steering Committee re November 14, 2013 meeting
2. Proposed scope of bike skills park

RECOMMENDATIONS

1. That the Commission supports the use of the SEAPARC site for bike skills park use;
2. That the Commission directs staff to develop a request for quotes to conduct a professional site feasibility study;
3. And that the Commission request the District of Sooke improve access and pedestrian safety on the existing trail in the municipal road right-of way north of SEAPARC.



Linda Finch
Program Services Manager



MEMORANDUM

To: SEAPARC Bike Skills Park Steering Committee

From: Linda Finch, SEAPARC

Date: November 25, 2013

Re: **Bike Skills Park**
SEAPARC
November 14, 2013 Meeting

Thank you for taking the time to participate at the SEAPARC Bike Skills Park Steering Committee on November 14, 2013 regarding the proposed bike skills facility at SEAPARC. This memo is intended to summarize the discussion and results of the steering committee meeting which include site history, site parameters, site benefits and constraints, responsibilities and next steps.

The following points were discussed as background information:

- History of the site.
- Development of a SEAPARC Site Master Plan has been identified as a priority.
- Various community priorities are competing for resources however a preliminary review of the community survey identified a bike skills park as a community need.
- Sooke Community Association property is not a preferred option at this time as the bike skills park is not consistent with the Association's long term plans for the property.

Site Benefits and Challenges

Drainage and environmental issues were discussed. Access to site was discussed and determined that the northern access in the municipal right of way needs to be improved for pedestrian safety and bike park access. Accessible pathway could be constructed on the steep slope leading to the track just north of the stairway access.

Parameters of the Proposed Bike Skills Park

Ideally the site would include the existing dirt jumps to the north and west property lines and to the top of the east bank to the SEAPARC parking lot. The site would also be designed with all ages and skill levels in mind.

Staff will consult with Alpine and Jay Hoots Design to determine the estimated costs for a conceptual design. Costs are estimated in the range of \$2,500 - \$7,500.

After the conceptual design is completed, the detail design could be completed with stakeholder and committee input via a design charette in collaboration with a professional designer. Installation would be by skilled workers and volunteers and operated and maintained by SEAPARC with assistance from volunteers.

Phased Implementation

Professional park design is required with the development of a phased implementation plan. Construction of the park will ideally be phased over time and depending upon funding and buy-in from the users and the public. The design of the park by the consultant would take this desired phasing into account. The first priority is the redevelopment of the existing pump track/dirt jump, improving site access to the north off existing trails, and installing directional signage on existing trails.

Maintenance

Maintenance responsibilities, use, and recreational programming potential for the site were discussed. It was noted that the estimated annual maintenance of bike skills parks will cost 5% of the capital construction costs and could be accomplished with a combination of staff and volunteers.

Communication Plan

Staff is to present a Request for Decision to the Commission on December 4, 2013 outlining the results of this meeting and the following recommendations:

THAT THE COMMISSION supports the use of the SEAPARC site for bike skills park use;

AND direct staff to develop a request for quotes to conduct a professional site feasibility study;

AND request the District of Sooke improve access and pedestrian safety on the existing trail in the municipal road right-of way north of SEAPARC.

Once this conceptual design is completed the Steering Committee will bring an action plan to the Commission to determine next steps for securing funding for detailed design and plan implementation.

Figure 1

