



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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AGENDA (Revised)
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Juan de Fuca Local Area Services Building
Wednesday, April 2, 2014 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of February 5 and February 24, 2014
4. Chair's Report
5. Directors' Report
6. Correspondence
 - a) Navy League of Canada – Trophy Sponsorship
7. New Business
 - a) Staff Report: Arena Lobby Flooring Replacement – Grant Application
 - b) Staff Report: Arena Beam Repainting
8. Unfinished Business
 - a) Staff Report: Bike Park Redevelopment
9. Staff Reports
 - a) Staff News
10. Public Question Period
11. Round Table
12. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): *(e) Acquisition, disposition or expropriation of land or improvements*
13. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, February 5, 2014
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: M. Hicks - Chair (JDF Director), J. Perkins – Vice Chair, B. Berger,
D. Bishop, P. Grove, W. Milne (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary
Absent: 0
Public: 0
Press: 0

1. CALL TO ORDER

The SEAPARC Manager called the meeting to order at 6:32 pm.

2. ELECTION OF CHAIR/VICE CHAIR

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2014 and Commissioner Perkins' and Director Hicks' names were put forward. The SEAPARC Manager called two times for further nominations and, as there were none, the nominees spoke to their nominations. Commission members voted (via ballot) and the SEAPARC Manager declared Director Hicks Chair of the Commission for 2014.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Parks and Recreation Commission for 2014 and Commissioner Perkins' and Commissioner Bishop's names were put forward. The SEAPARC Manager called for nominations a second time and asked if the nominees accepted their nominations. Commissioner Bishop thereupon withdrew his name from nomination. The SEAPARC Manager called for further nominations a third time and, as there were none, Commissioner Perkins was declared Vice Chair for 2014.

3. ADOPTION OF AGENDA

The following additions were made to the Agenda:

- 7. New Business
 - a) 2013 Budget Surplus
 - b) Staff Cell Phone Usage

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the agenda be approved as amended. **CARRIED**

4. APPROVAL OF THE MINUTES OF December 4, 2013

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of December 4, 2013 meeting be adopted. **CARRIED**

5. CHAIR'S REPORT

6. DIRECTOR'S REPORT

Director Milne thanked Commissioner Perkins for his support of the facility and work with the Commission and staff over the past 5 years as Chair.

7. NEW BUSINESS

a) 2013 Budget Surplus

Review and discussion of the 2013 Projected Surplus:

- 401 function (Facilities & Recreation) \$ 122,577
- 403 function (Pool) \$ 84,534

The SEAPARC Manager outlined the budget accounts resulting in the surplus including:

- \$25,000 contingency fund unspent
- \$55,000 after school care program cancellation
- \$45,000 extra revenue (pool)
- salary savings (Concession closure, management transition, etc.)

The SEAPARC Manager recommended that the surplus funds be transferred to the Capital Reserve Fund. Director Milne queried whether there would be any restrictions on accessing these funds once they have been transferred and suggested that if there were, that funds be transferred to a contingency fund instead.

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the 2013 surplus funds be transferred into the Reserve Fund with the proviso that any restrictions on accessing these funds be clarified for the Commission. **CARRIED**

b) Staff Cell Phone Usage

Commissioner Grove queried the SEAPARC Manager on policies in place regarding cell phone/social media usage by staff. The SEAPARC Manager noted that use of personal cell phones/social media by staff on duty is unacceptable and he will be meeting with staff to reinforce this policy.

8. UNFINISHED BUSINESS

a) Staff Report: Digital Sign

Director Hicks stated that both he and Commissioner Bishop had a potential conflict of interest on this issue because one of the proposals was submitted by their children's hockey coach. Director Hicks and Commissioner Bishop left the meeting after making the declaration and were called back after the vote on the motion was taken.

The SEAPARC Manager reviewed the Commission's direction to research replacing the existing road sign with a digital panel given the age and weathered state of the current sign plus the staff hours involved in updating the sign. Three proposals were received in response to the request for quotes as follows:

Talon Signs:

- a) \$24,000 – 3'6" x 7'8" Header, 3'6" x 7'8" 20mm monochrome
- b) \$26,200 – 4'2" x 7'6" Header, 4'2" x 7'6" 16mm colour display
Laptop and controller software included

Houston Signs: \$19,500 - 2' x 7' Header, 3' x 7' 20mm monochrome display

Landmark Signs:

- a) \$24,997 – 2' x 6'8" Header, 3' x 6'8" 20mm monochrome display
- b) \$25,624 – 2' x 6'8" Header, 3 x 6'8" 20 mm colour display

Additional Costs: Structural Engineer - \$750
 Hydro connect/disconnect - \$600
 Electrical permit - \$100
 Base – the larger sign may require enlarging the footing for the sign.

MOVED by Director Milne, **SECONDED** by Commissioner Berger that staff proceed with Talon Signs' proposal b) for a 4' 2" x 7' 6" 16 mm colour display (laptop and controller software included) up to a maximum of \$30,000 including additional costs.

CARRIED

b) Bike Park

The SEAPARC Manager reported on the Bike Park Steering Committee meeting held at SEAPARC on January 30 at 7 pm. The SEAPARC Manager conveyed to the Committee the Commission's willingness to build a relationship with the Club for the development of the existing SEAPARC bike park. The Committee meeting identified that further work will need to be done, by both the Club and SEAPARC staff, to clarify fundamental points including user access, use of volunteer workers, accessibility, risk management, planning, etc. The Committee will meet in February (date to be determined).

c) Site Survey/Strategic Plan

The Chair suggested that a meeting of the Commission be held in April to discuss future planning for SEAPARC. Meeting date to be determined.

9. STAFF REPORTS

a) Staff News

PROGRAMS

SEAPARC qualified for a Province of BC Family Day grant in the amount of \$1,000 to host our Family Day activities for free.

Over 440 children and adults are participating in swimming programs this season.

The arena drop-in public skates have seen an increase in attendance this season, with an average of 55 attending the Sunday public skate and 78 the Tuesday night skate.

Staff received notification from VIHA outlining specific age requirements for our camp care programs. At this point the change will only affect 5 year olds that have not yet completed kindergarten and would like to attend a day camp offered at SEAPARC. We are contacting past participants and letting them know about the change. We will continue to investigate options and examine potential solutions.

ADMINISTRATION

A new TV has been purchased and installed in the arena lobby. The TV will be used for Olympic coverage and internal marketing.

The SEAPARC Manager attended the Recreation Foundation of BC's annual Parks and Recreation Administrator's Workshop in January and will be attending a week long iLEAD leadership program in February.

Interviews are in progress for the Program Service Manager position.

OPERATIONS

AED Defibrillator

Staff and patrons of SEAPARC now have access to two AED portable defibrillators. A new AED, generously donated by Ron Kumar of Peoples Drug Mart, has been installed in the arena lobby and is fully accessible to the public.

Arena Dehumidification

The SEAPARC Manager and Facilities Operations Supervisor have met with Andy Liu, CRD Manager, Environmental Engineering, and have requested an engineering assessment report on our current and future improved desiccant system.

The Chair proposed that the feasibility of installing a bleacher heating system, that will not compromise the quality of arena ice, be addressed by the engineer. Commissioner Bishop noted how extremely hot the arena can get in the summer and queried whether the new system will help to remedy this problem.

10. PUBLIC QUESTION PERIOD

11. ROUNDTABLE

Director Milne thanked staff for their efforts in keeping costs down, which has resulted in a surplus in both 2012 and 2013, as well as the excellent customer service and facility cleanliness ratings received from patrons.

The BCRPA Symposium is being held April 23-25 in Kelowna. Commission members interested in attending should contact the Recording Secretary.

Commissioner Berger suggested obtaining an automatic water bottle filler fountain for the arena. The SEAPARC Manager reported that staff had ordered a new fountain that would be installed shortly. A water fountain will also be installed on the pool deck.

12. ADJOURNMENT

The meeting adjourned at 8:12 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a special meeting held Wednesday, February 24, 2014
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: M. Hicks - Chair (JDF Director), J. Perkins – Vice Chair, B. Berger, D. Bishop, P. Grove
Staff: S. Knoke, SEAPARC Manager, 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 4:30 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the agenda be approved as presented. **CARRIED**

3. UNFINISHED BUSINESS

a) Staff Report: A-20 Desiccant Dehumidifier Installation

The SEAPARC Manager provided an update on the status of the arena dehumidification project. Following the Commission's December, 2013 decision to proceed with the purchase of an A-20 desiccant dehumidifier and return the current A-5 dehumidifier to the manufacturer, staff met with the AME Group of Consulting Professional Engineers. The Manager reviewed the AME Group assessment report and presented a detailed project budget. The recommended budget has been increased from an initial \$85,000 to \$106,160 with the addition of \$11,500 for design and install engineering by AME and \$3,200 for CRD Project Engineering costs. The SEAPARC Manager emphasized the need for professional design and install engineering in order to ensure maximum value and the most effective system possible. Staff also recommend retaining the current A-5 unit given that the manufacturer's price credit for return of the unit would not equate to cost savings once removal and shipping costs are added in. The A-5 will provide sufficient moisture removal for backup purposes during non-peak load periods.

Discussion points included:

- Justification for engineering design/install
- Building envelope issues and Chatwin Roof and Building Envelope Report (2012)
- Pressure zones remediation

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that staff proceed with the purchase of the A-20 unit as well as AME's proposal for design and installation and that \$106,600 be accessed from the Capital Reserve Fund to complete the A-20 desiccant dehumidification project. **CARRIED**

4. ADJOURNMENT

The meeting adjourned at 5:07 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

CORRESPONDENCE



Navy League of Canada - Sooke Branch
P.O. Box 412
Sooke, BC V9Z-1H4

**SEAPARC
RECEIVED**

FEB 6 2013

Seaparc manager
P.O. Box 421
Sooke, BC V9Z-1H4

February 1, 2014

Re: Trophy Sponsorship – 207 NLCC Admiral Girouard

To: Seaparc manager

On behalf of the Sooke Branch Navy League and our Cadet Corp, 207 NLCC Admiral Girouard we would like to extend out thanks for your continued support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 4th Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, June 9th at the Sooke Legion, beginning at 1:00 p.m.

At this time, we respectfully request a sponsorship donation of \$40.00 to pay for repairs, maintenance and engraving of your individual award, the "Athletic Award", as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted. A cheque can be made out to: Navy League of Canada-Sooke Branch.

We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

Please respond no later than April 16th, 2014. If there are any questions, please contact Branch secretary Merle Fulton at 250-642-7248 or at sookenavyleague@gmail.com . Thank you for your prompt attention regarding this matter.

Best regards,

Executive Committee
Navy League of Canada-Sooke Branch



**SEAPARC
RECEIVED**

FEB 6 2013

Navy League of Canada-Sooke Branch

P.O. Box 412
Sooke, BC
V9Z-1H4

Seaparc Manager
P.O. Box 421
Sooke, BC V9Z 1H4

February 1, 2014

Re: Trophy Sponsorship – 325 RCSCC ADM. RC WALLER

To: Seaparc Manager

On behalf of the Sooke Branch Navy League and our Cadet Corp, 325 RCSCC ADM. RC WALLER, we would like to extend out thanks for your continued support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 19th Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, June 1st at the Sooke Legion, beginning at 1 p.m.

At this time, we respectfully request a sponsorship donation of \$40.00 to pay for repairs, maintenance and engraving of your individual award, the "Seamanship Award", as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted. A cheque can be made out to: Navy League of Canada Sooke Branch.

We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

Please respond no later than April 16th, 2014. If there are any questions, please contact Branch secretary Merle Fulton at 250-642-7248 or sookenavyleague@gmail.com . Thank you for your prompt attention regarding this matter.

Best regards,
Executive Committee
Navy League of Canada-Sooke Branch



*The Commanding Officer and Ship's Company
RCSCC 325 ADMIRAL RC WALLER
request the pleasure of your company*

*at: Annual Ceremonial Review
on board: Royal Canadian Legion Br. 54
(6726 Eustace Rd)*

*on: Sunday, June 1st, 2014
time: 1 p.m.*

*dress: business casual
R.S.V.P. : Merle Fulton*

sookenavyleague@gmail.com by May 15th, 2014



*The Commanding Officer and Ship's Company
NLCC 207 Admiral Girouard
request the pleasure of your company*

*at: Annual Ceremonial Review
on board: Royal Canadian Legion Br. 54
(6726 Eustace Rd)*

*on: Sunday, June 8th, 2014
time: 1:00 p.m.*

*dress: business casual
R.S.V.P. : Merle Fulton*

sookenavyleague@gmail.com by May 15th, 2014

NEW BUSINESS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF APRIL 2, 2014**

SUBJECT: SEAPARC Arena Lobby Floor Replacement – Grant Application

PURPOSE/ISSUE:

The existing SEAPARC arena lobby floor requires repair and shows signs of wear. The following report addresses this concern and takes advantage of a Tire Stewardship BC Community Grant which provides matching funds up to a maximum of \$30,000 for projects involving recycled tire products.

HISTORY/BACKGROUND:

The SEAPARC arena lobby floor requires repair in the lobby and exit from ice surface areas.

If the grant application is successful, SEAPARC's financial commitment would vary but would be matched by the Tire Stewardship grant. The SEAPARC Manager contacted Hourigan's Carpet, the flooring company that recently installed the Panorama Recreation Centre arena floor project (see attached photos), and requested an estimate for the SEAPARC arena lobby floor. The estimated cost would be \$42,000 with installation. This does not include removal of the existing floor. SEAPARC's maintenance team would remove the existing floor. SEAPARC's commitment for the project would be roughly \$21,000.

ALTERNATIVES:

1. That the Commission approve SEAPARC's application for the Tire Stewardship BC Community Grant and upon a successful grant application, approve access to \$21,000 in Capital Reserve funds to match the grant and amend the Capital Plan to complete the installation of a BC recycled tire floor in SEAPARC's arena lobby.

or

2. That the Commission does not proceed at this time with application for the Tire Stewardship Grant

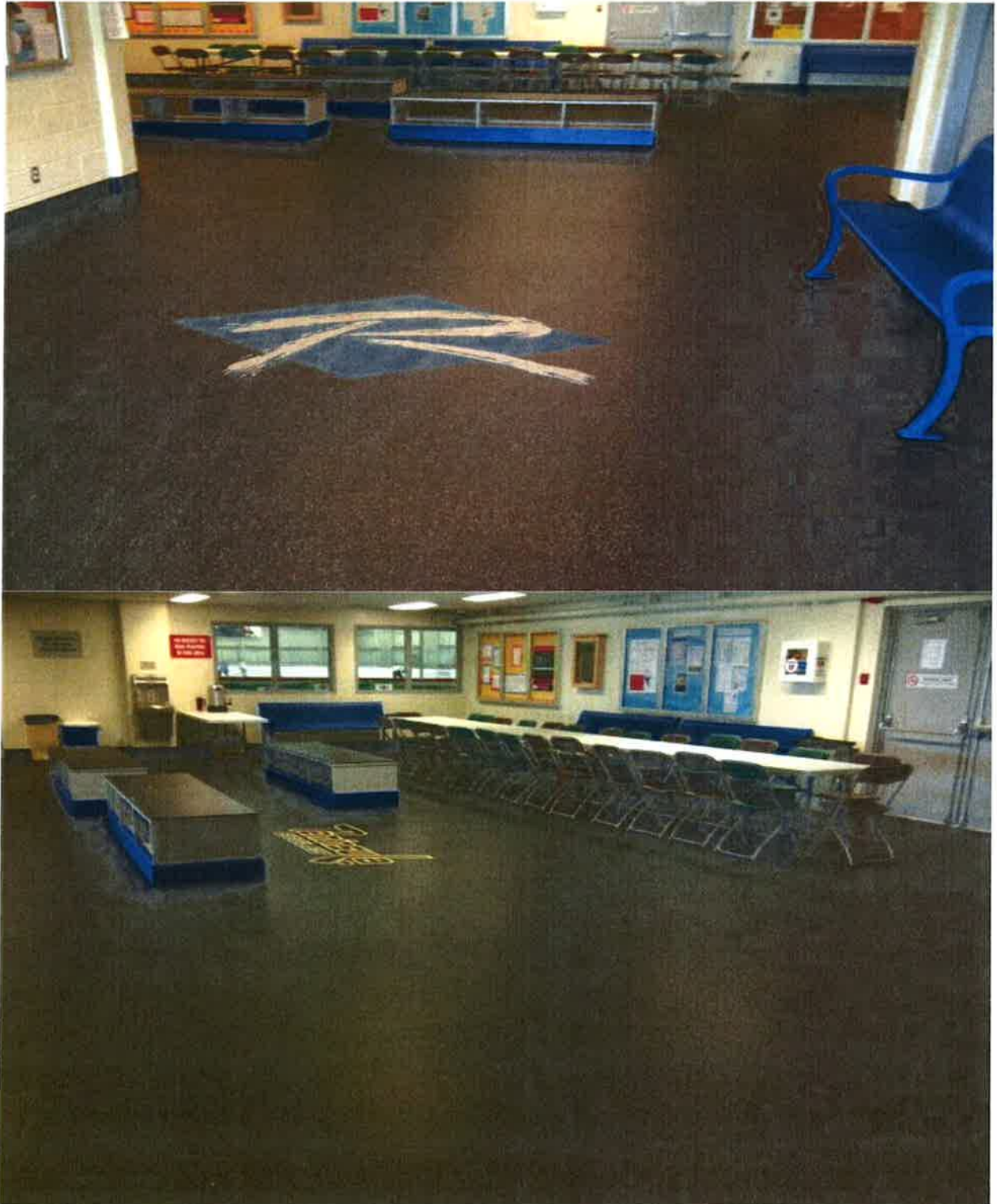
RECOMMENDATION(S):

That the Commission approve SEAPARC's application for the Tire Stewardship BC Community Grant and upon a successful grant application, approve access to \$21,000 in Capital Reserve funds to match the grant and amend the Capital Plan to complete the installation of a BC recycled tire floor in SEAPARC's arena lobby.

Steve Knok
SEAPARC Manager

Jim Govan
Facilities Operations Supervisor

Example: Panorama Recreation Centre Arena Flooring:





**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF APRIL 2, 2014**

SUBJECT: SEAPARC Arena Beams Repainting

PURPOSE/ISSUE:

The existing SEAPARC arena beams require repainting due to corrosion and discoloration from damage. The following report addresses this concern.

HISTORY/BACKGROUND:

SEAPARC arena beams were professionally painted in 2003. Some of the beams were damaged by a paintball program that was permitted to use the arena dry floor space. The paint was damaged both by the paint balls and staff attempts to remove the paint ball staining. Due to the moist environment, corrosion caused the beams to stain and discolour. This staining then transfers to the ice and creates a poor appearance for the facility in general.

SEAPARC staff contacted several commercial painting companies and invited them to attend a site meeting regarding the arena beams repainting project held on March 14, 2014 at 11am. During the site meeting, documents regarding the Scope of Work and the timeline were provided.

Specifications for recoating the eight (8) arena support beams:

- Washing down the surfaces to be coated
- Hand and power tool cleaning areas of coating failure
- A coat of penetrating sealer is to be applied overall
- Cleaned areas are to have one coat of epoxy applied, then one coat applied overall

Representatives were given the opportunity to tour the site and ask any questions regarding the work requested.

Three quotes were received:

- | | |
|-----------------------|----------|
| 1. Tri City Finishing | \$38,500 |
| 2. Acme Painting | \$32,000 |
| 3. Empress Painting | \$12,850 |

ALTERNATIVES:

1. That the Commission approve Empress Painting's proposal for the repainting and refurbishment of SEAPARC's arena beams and amend the SEAPARC Capital Plan to access available funds of \$12,850 in Capital Reserve to complete the project.

or

2. That the Commission does not proceed at this time with the painting and refurbishment of the arena beams and direct SEAPARC maintenance staff to touch up areas of rust and discoloration as an interim measure to improve the visual appearance.

CONCLUSION:

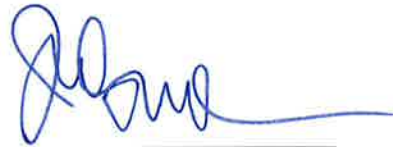
The quotes have been reviewed and checked for mathematical errors. The low quote from Empress Painting had no errors, complied with the instructions to tenderers and is well within the budget allowance for this project. References have been checked and all indications are that the contractor has completed similar work and has the qualifications and experience to complete this contract.

RECOMMENDATION(S):

That the Commission approve Empress Paintings' proposal for the repainting and refurbishment of SEAPARC's arena beams and amend the SEAPARC Capital Plan to access available funds of \$12,850 in Capital Reserves to complete the project.



Steve Knoke
SEAPARC Manager



Jim Govan
Facilities Operations Supervisor

UNFINISHED BUSINESS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF APRIL 2, 2014**

SUBJECT: SEAPARC Bike Park Redevelopment

PURPOSE/ISSUE:

The SEAPARC Bike Park Steering Committee (BPSC) was created in November 2013 by the SEAPARC Commission. The committee's goal is to work together to investigate and examine options for redevelopment of the current SEAPARC bike park area. Early in the process the BPSC realized that the existing park required significant work. The work included, but was not limited to, design and maintenance. Past efforts have been made to attempt to remediate the current site. These attempts have been met with variety of challenges. This report provides insight in to the planning process and includes proposed modifications to address the current and future needs of the SEAPARC bike park site.

BACKGROUND:

In 2013 the current Bike Park underwent a significant refurbishment. The goal was to reshape the jumps and provide new, updated surfacing for users accessing the area. The results were unfavorable. The gravel installation created substantial challenges for users operating bikes on the loose surface. The BPSC has identified that the park's design also has flaw in relation to sloping and spacing of jumps. In its current state, the existing bike park is nearing the end of its sustainable life. Under the proposed plan below, SEAPARC would deal with the existing challenges while at the same time redevelop the park into a more inclusive area benefiting a larger demographic in the community.

BPSC meetings focused on the follow factors:

1. Primary user focus
2. The scope of the project
3. The creation of a sustainable partnership with Sooke Bike Club (SBC)
4. Budget
5. Time Line that meets seasonal opportunities

1. Primary user focus

SEAPARC's intention is to redesign the existing bike park to meet the needs of a broad population of users. This includes age and skill level. Establishing a primary user focus provides early direction for the scope of the project.

It is also important that design incorporates and facilitates potential for the provision of community programs. The development of educational sessions for biking enthusiasts in the community will ensure that the park will remain supported and sustained over time.

2. The Scope of the project:

SEAPARC's natural setting, limited space and seasonal drainage challenges should be taken into account when considering the best approach to planning and future development in the current bike park area. Further to this, it is recommended that the development of the existing park should occur as a part of a phasing process.

The BPSC noted that with the weather improving, the existing foot print provides a space ready to develop with the least impact on surrounding slopes or vegetation. Starting with the existing site will provide the opportunity to move through first phase of the project limiting site impact and challenges.

Research conducted with other communities developing bike park areas indicated that flow/pump tracks, that are readily accessible by a wide variety of ages, are emerging as a popular choice. Further, this style of park may incorporate less maintenance and pose less risk to the user.

A professional designer would be required for the creation of a functional flow/pump track that would meet our needs and address Risk Management requirements. SEAPARC would contract a professional designer, with an extensive background in bike park design and construction, to manage the project.

Working with the designer, BPSC would recommend a shift in the current design to include a flow/pump track in which would start the first phase of redevelopment.

3. The creation of a sustainable partnership with Sooke Bike Club (SBC)

BPSC identified that the creation of a solid partnership with SBC will result in a sustainable project that will grow, be supported and sustained over time. To that end, a draft statement of intent is attached that provides clear communication to both parties. SBC has responded to our draft letter clarifying their role on the BPSC. These communications provide both parties with a clear direction on the role and responsibilities that will be played. See attached correspondence.

The Bike Park Steering Committee through discussion and consultation with the Sooke Bike Club (SBC) will work together on the following points:

- a. Routine maintenance items related to daily up keep for the proposed park.
- b. Monitoring park conditions, visitor use and communicate safety issues to Bike Park Steering Committee and SEAPARC commission.
- c. Promotion of the site through cycle education and volunteer activities.
- d. Recognize partners and partner's contributions through the provision of marketing space similar to SEAPARC's arena advertising agreement.

4. Budget

The SEAPARC Manager has researched an estimate for the redesign and redevelopment of the current park. Current estimates for a flow/pump track option are \$4,000 for the design and \$20,000 for the construction. These numbers are estimates and could be reduced if in-kind donations and grants are made available.

SEAPARC would explore grants and in kind donations with partners and volunteers. There is potential to increase the value of the park by working with the community for support. This support is identified in the Draft Letter of Intent attached from the SBC.

5. Time Line

In consultation with BPSC the following timeline is recommended:

- Close Park for redevelopment immediately
- Contract professional design/build agency for designing phase
- Start the consultation process through BPSC with community partners
- Present feedback to BPSC and Contractor
- Finalize design
- Request support from partners and in-kind donations within the community
- Start the construction phase
- Park to open May 31st 2014

ALTERNATIVES

The following options and alternatives are available:

That the Commission:

1. Recommends approval of the BPSC proposal for the redesign \$4000 and refurbishment \$20,000 of SEAPARC's Bike Park and amend the SEAPARC Capital Plan to access available funds up to \$24,000 in Capital Reserves to complete the project.

Or

2. Directs staff to remove the gravel and reshape the jumps of SEAPARC's Bike Park and amend the SEAPARC Capital Plan to access available funds of \$8000 in Capital Reserves to complete the project.

Or

3. Directs staff to close the SEAPARC's Bike Park and amend the SEAPARC Capital Plan to access available funds of \$4000 in Capital Reserves to complete the project.

IMPLICAITONS

The following budget implication exists and would be funded from Capital Reserve accounts which currently have funds available unless otherwise noted.

Design and construction – SEAPARC funded from Capital Reserve

- \$4,000 design
- \$20,000 construction

Other costs – District of Sooke

- Site access improvements \$5,000 – gate removal and brush trimming

Annual maintenance – SEAPARC/ Sooke Bike Club

- Current annual SEAPARC maintenance operating budget is \$2000
- Potential volunteer support from Sooke Bike Club

Programs development - SEAPARC

- Provision of programs should be based on a break even cost.
- Biking awareness and education and volunteer opportunities.

CONCLUSION:

The existing SEAPARC bike park requires significant work to ensure a quality user experience. As a result the SEAPARC Bike Park Steering Committee has recommended that the current bike skills park be redeveloped by a professional design/build contractor. Under this proposed plan, SEAPARC would deal with the existing challenges of the park, while at the same time redeveloping the park into a more inclusive area benefiting a larger demographic in the community.

RECOMMENDATION:

That the Commission approves the BPSC proposal for the redesign (approx. \$4,000) and refurbishment (approx. \$20,000) of SEAPARC's Bike Park and amend the SEAPARC Capital Plan to access available funds up to \$24,000 in Capital Reserves to complete the project.



Steve Knoke
SEAPARC Manager



Regarding:

SEAPARC Bike Skills Park Steering Committee

And

Sooke Bike Club (SBC)

STATEMENT OF INTENT

1. SEAPARC currently owns and maintains the subject property defined as the “bike park” see attached map with highlighted section.
2. SEAPARC Bike Park Steering Committee’s role is to provide information, recommendations and direction on development of the existing “bike park” to the SEAPARC commission.
3. The Bike Park Steering Committee through discussion and consultation with the Sooke Bike Club (SBC) will work together on the following points:
 - a. Routine maintenance items related to daily up keep for the proposed park.
 - b. Monitoring park conditions, visitor use and communicate safety issues to Bike Park Steering Committee and SEAPARC commission.
 - c. Promotion of the site through cycle education and volunteer activities.
 - d. Recognize partners and partner’s contributions through the provision of marketing space similar to SEAPARC’s arena advertising agreement.
4. SEAPARC commission may rent or permit the Bike Park for event use. This process would follow a similar format of current facility rental use.
5. SEAPARC commission may use the Bike Park for the provision of programs and activities to the general public
6. Any and all modification to the Bike Park must be approved by the SEAPARC commission.

Steve Knoke
SEAPARC Manager

From: Christina Schlattner
Sent: Monday, March 31, 2014 2:01 PM
To: Steve Knoke
Subject: Letter of intent

The letter of intent gives clarity to us in regards to our role in the development of the park with the SBC taking a back seat and filling a consultative role rather than a leadership role. The statement outlines the SBC's role on the committee as an equal partner with the other members of the committee. We are happy to know the role we are being asked to fill and will be involved accordingly.

It's our understanding from the statement of intent and meetings of the Bike Park Committee:

1. SBC is being asked to help locate individuals and organizations who might be willing to donate in kind contributions and sweat equity contributions toward the construction, monitoring and light duty maintenance of the bike skills area, and direct them to SEAPARC for coordination of these activities.
2. SBC will maintain a position on the Bike Park Committee.
3. SBC will serve as a consulting stakeholder, and will have no more direct control or responsibility over any aspect of planning, fundraising, construction and maintenance than any other member of the committee.

Sincerely,
Christina Schlattner
Sooke Bike Club



STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF APRIL 2, 2014**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Staffing

Colleen Høglund was the successful candidate for the Program Services Manager position. Colleen has been with SEAPARC for three years serving as the Recreation Program Coordinator. Colleen has an extensive background in the provision of recreation and community services. Prior to joining the CRD, Colleen worked for the Northern Rockies Regional Municipality as their Recreation Program Manager. Colleen holds a Bachelor of Arts, Recreation Administration from the University of Alberta and an Associate Diploma in Recreation Administration from Red Deer College.

The hiring process for a new Recreation Program Coordinator position is in progress with interviewing occurring over the next few weeks.

SEAPARC Auxiliary Maintenance employee Shawn Read has been hired for a 8 month term to replace Lee Haynes who is currently working in a term position at CRD Water Services.

SEAPARC would like to welcome McKenzie Meginbir and Sandy Dowell who will be working as Lifeguards and Swim Instructors, and Elise Hallgren who will be teaching Aqua fit.

Summer camp staff hiring is underway.

Aquatics Program Highlights

An article highlighting swim lessons at SEAPARC was recently included in the Sooke News Mirror, speaking to the importance of swim lessons for every child. SEAPARC continues to see an increase in registration, with 345 children currently registered in Red Cross lessons, and 91 registered in school lessons.

The rope swing and diving board are in the process of being repaired, and the hand rails leading to the pool change rooms have been installed.

Community Recreation Highlights

SEAPARC had a successful season of arena programs. General admissions to the Sunday afternoon and Tuesday night public skates averaged 60 people per session through the season. 106 people attended the March 11th Coast Capital Free Skate and evening adult drop-in hockey had approximately 17 participants attend each week.

The arena dry floor season begins April 7th. A variety of drop-in and registered programs are scheduled including Pickleball, Floor Hockey, Lacrosse and a children's multi-sport program. The spring/summer 2014 brochure will be available April 14th. Registration begins April 16th.

ADMINISTRATION

Arena Dehumidification

The A-20 Dehumidifier is being manufactured and is expected to be delivered June 30th 2014. AME Group is engineering the install and will have drawings completed in time for installation.

Rope Swing

The pool's rope swing has been removed and is being certified or replaced by an engineer. You may see a photo in the paper as the work required to remove and install was highly specialized.

Hallway Railings

Hallway railings have been installed. They are functional and look great.

Digital Sign

The structural engineering report was received March 27 outlining the specifications for a new foundation and structural steel required to meet wind loads for the much larger electronic message boards. The new base will require excavation, form work, concrete and structural steel work immediately adjacent the existing sign base. Due to timing of the report, firm costs for the work have yet to be received but indications are that the additional work will necessitate use of the entire project budget and the possibility of additional funds being required. Timeline for project completion is the beginning of June.

Compressor

Compressor has been ordered and will be installed the 1st week of April.

Ice Allocation Meeting

Commission policy states that requests for ice for the fall/winter season shall be submitted no later than April 15 for the upcoming season and that an ice allocation meeting be held between all interested arena users on or before May 15.

Staff is proposing that an ice allocation meeting be held Tuesday, May 13 at 7:00 pm.

Staff requests Commission representation on the ad hoc Ice Allocation Committee.

Ice appeals shall be received in writing no later than June 15. Final ice schedule will be presented to the Commission for approval.



Steve Knoke
SEAPARC Manager

INFORMATION ONLY

SEAPARC CUSTOMER SUGGESTIONS

January 19, 2014 – March 10, 2014

Programs:

- I would like to see a fitness room (weights & cardio). Please consider as it would be well used. *(January 28)*
- You could use a gym, if you had one I'd workout everytime I swim. Thx *(February 21)*
- Sooke needs a fitness centre/gym. *(February 27)*
- Need a gym ☺ *(February 27)*
- The music for the 11am deep water class was too loud - voiced by many. *(February 28)*
- Music way too loud. *(February 28)*
- Instructor is excellent. However, if she is instructing using a microphone, the music should be half as loud. I treasure my hearing. Please turn the music down. *(February 28)*
- I think there should be some kind of child minding for the adult programs. *(February 28)*
- It would be really great if this facility could have a workout area with machines (gym) treadmill, elliptical trainer and some weights etc. *(February 28)*
- A Friday morning (9-10am) fitness class (not aquafit) would be great! Please find someone to instruct it. Thank you! *(March 3)*
- A larger variety of drop in activities that can be used with the month pass such as: Yoga, pilates, boxfit etc. Thanks *(March 4)*
- A weight room would be a great addition to our complex. Please consider as it is the only missing component. Thanks. *(March 2)*
- I would like a Sunday morning Pilates class please. I'm in the Thurs night Pilates class now. Twice a week would be great! *(March 2)*
- We need a gym *(March 10)*

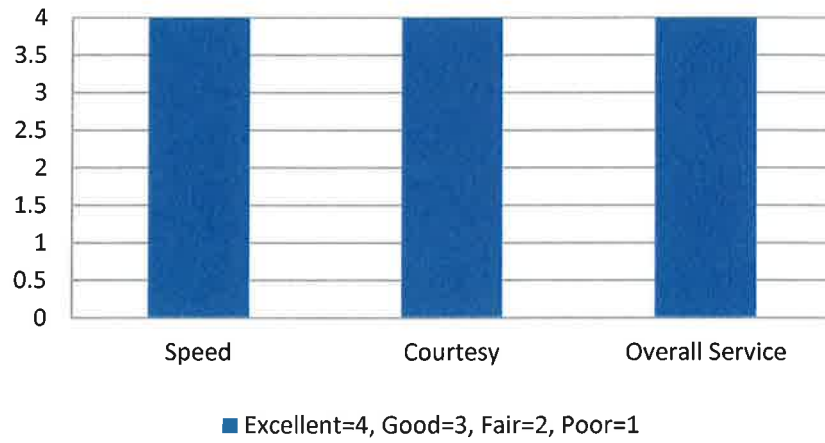
Administration:

- I wonder if there was a way to encourage people to take showers before entering the pool! I counted 2 tonight who didn't shower - also there is a guy who uses huge amounts of perfume. *(March 2)*
- How about getting a real "weight scale (as per MD's office) for the front area - then men, women & staff can use it. Thanks! Great pool & staff. *(March 5)*

Maintenance:

- Do lifeguards still rinse down the floors in the change rooms in the winter? It doesn't seem to be happening as much now as it used to in the past. *(January 21)*
- Thanks so very much for the new mats! I don't feel like I'll trip over the edges! I appreciate them! *(January 22)*
- Bleeping shower sensors! Impossible to keep water on! *(February 21)*
- The sauna door (interior) sign does not stay on the door using tacky tac. It ends up on the floor being a dangerous slippery object. Women's shower floor is oily & slippery. *(March 9)*

Customer Service Ratings



Facility Cleanliness

