

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, April 2, 2014  
JdFEA Local Services Building, #3 – 7450 Butler Road, Sooke, BC**

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*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, P. Grove, W. Milne (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hogg, Program Services Manager, L. MacDonald, Recording Secretary  
Absent: D. Bishop  
Public: 0  
Press: 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

The following additions were made to the Agenda:

- 7. New Business
  - c) Budget Amalgamation
- 8. Unfinished Business
  - b) Site Planning/Survey

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

**3. APPROVAL OF THE MINUTES OF February 5 and 24, 2014**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of February 5 and 24, 2014 meetings be adopted. **CARRIED**

**4. CHAIR'S REPORT**

**5. DIRECTOR'S REPORT**

**6. CORRESPONDENCE**

**a) Navy League of Canada – Trophy Sponsorship**

The annual donation request to cover trophy sponsorship costs for the Cadet Corp, 207 NLCC Admiral Girouard “Athletic Award” and Cadet Corp., 325 RCSCC Admiral RC Waller “Seamanship Award” was approved. District of Sooke representatives to present awards on behalf of SEAPARC at the ceremonial event.

**7. NEW BUSINESS**

**a) Staff Report: Arena Lobby Flooring Replacement – Grant Application**

The SEAPARC Manager outlined a Tire Stewardship BC Community Grant to assist with the costs involved in replacing the arena lobby floor. The grant provides matching funds up to a maximum of \$30,000 for projects involving recycled tire products. Staff have determined that the current lobby floor requires repair in the main lobby and ice surface exit areas. Estimated cost of installation of a new floor is \$42,000.

**MOVED** by Commissioner Berger, **SECONDED** by Director Milne 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.

**CARRIED**

**b) Staff Report: Arena Beam Repainting**

The SEAPARC Manager outlined areas of concern with the current condition of the arena beams including corrosion and discolouration. The beams were last painted in 2003. Since then the epoxy has cracked in certain areas and due to the damp environment, corrosion has occurred resulting in staining of the ice.

Commercial painting companies were contacted and a site meeting held on March 14, 2014 during which the Scope of Work and project timeline were distributed. Three quotes were received as follows:

Tri City Finishing	\$38,500
Acme Painting	\$32,000
Empress Painting	\$12,850

**MOVED** by Commissioner Grove, **SECONDED** Commissioner Berger 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 Reserves to complete the project.

**CARRIED**

**c) Budget Amalgamation**

The Chair requested that staff research the feasibility of combining the Facilities and Recreation (1.401) and Swimming Pool (1.403) budgets into one. The Chair suggested that combining the two budgets into one would streamline processes and allow for greater flexibility when dealing with the facility's Capital Reserve Funds.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Berger that staff research the feasibility of combining the Facilities and Recreation and Swimming Pool budgets into one and report back to the Commission with their findings.

**CARRIED**

**8. UNFINISHED BUSINESS**

**a) Staff Report: Bike Park Redevelopment**

The Manager outlined the history of the SEAPARC bike park including the 2013 refurbishment and the November, 2013 creation of a Bike Park Steering Committee (BPSC) composed of representatives from the District of Sooke, the Sooke Bike Club and SEAPARC. The Manager noted that while the 2013 refurbishment included new surfacing and reshaping of the existing jumps, the BPSC has identified issues involving the slopes, spacing and loose surface of jumps. The BPSC recommends that the current bike skills park be redeveloped by a professional design/build contractor to deal with the existing challenges and, at the same time, redevelop the park into a more inclusive area benefiting a larger community demographic. The SEAPARC Manager shared a draft "Statement of Intent" between SEAPARC and the Sooke Bike Club as well as the Club's response. Project budgetary implications include:

- 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.

Discussion points included:

- access and drainage issues
- meeting the current and future needs of Sooke & area youth
- possibility of phased development
- extent of Sooke Bike Club involvement

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Berger that the Commission approve the Bike Park Steering Committee 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.

**CARRIED**

**b) Site Planning/Survey**

Commissioner Perkins noted that at the December 4, 2013 meeting the agenda item "Site Survey" was designated as a standing item and should be included on all regular meeting agendas. Recording Secretary to add item to future agendas.

**9. STAFF REPORTS**

**a) Staff News**

**Staffing**

Colleen Høglund was introduced. Colleen was the successful candidate for the Program Services Manager position. Colleen has been with SEAPARC for almost three years serving as the Recreation Program Coordinator. Colleen has an extensive background in the provision of recreation and community services including as the Recreation Program Manager for the Northern Rockies Regional Municipality.

Other staffing news includes:

- Hiring of new Recreation Program Coordinator underway
- Shawn Read hired for 8 month term FMW3
- Recent Aquatic hires include McKenzie Meginbir and Sandy Dowell (Lifeguards & Swim Instructors) and Elise Hallgren (Aquafit)

**PROGRAMS**

Aquatic registrations continue to increase with 345 children registered in Red Cross lessons and 91 registered in school lessons.

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

The arena dry floor season begins April 7<sup>th</sup>. 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 14<sup>th</sup>. Registration begins April 16<sup>th</sup>.

## **ADMINISTRATION**

### Arena Dehumidification

The A-20 Dehumidifier is being manufactured and is expected to be delivered June 30<sup>th</sup> 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.

### Hallway Railings

In response to patron suggestions, hallway railings have been installed along the pool change room corridor.

### 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 first week of April.

### Ice Allocation Meeting

The annual Ice Allocation meeting will be held Tuesday, May 13 at 7:00 pm. Commissioners Berger and Bishop will represent the Commission on the Ice Allocation Committee.

## **10. PUBLIC QUESTION PERIOD**

## **11. ROUNDTABLE**

## **12. MOTION TO MOVE IN CAMERA**

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *Acquisition, disposition or expropriation of land or improvements.*

The in camera meeting commenced at 7:30 p.m. and adjourned at 8:35 p.m.

## **13. ADJOURNMENT**

The meeting adjourned 8:36 p.m.

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Mike Hicks, Chair

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Lynn MacDonald, Recorder