

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, May 7, 2014  
SEAPARC Leisure Complex Board Room, 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, D. Bishop, P. Grove, W. Milne (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. Hutcheson, General Manager – CRD Parks & Environmental Services, L. MacDonald, Recording Secretary  
Absent: B. Berger  
Public: 0  
Press: 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF THE MINUTES OF April 2 and April 7, 2014**

**MOVED** by Director Milne, **SECONDED** by Commissioner Perkins that the minutes of the April 2 and April 7, 2014 meetings be adopted. **CARRIED**

**4. CHAIR'S REPORT**

The Chair welcomed Larisa Hutcheson, General Manager - CRD Parks & Environmental Services to the meeting.

**5. DIRECTOR'S REPORT**

Director Milne noted the positive community feedback he's received regarding the new SEAPARC Manager.

**6. CORRESPONDENCE**

**7. NEW BUSINESS**

**a) Staff Report: Fees & Charges 2014/15**

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2014. The primary consideration in the annual review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

The last adjustment to the Fees and Charges was on September 1, 2013 increasing arena rentals only by 2.4%.

Staff recommend the following changes:

**Rentals Rates**

An increase of 2% is recommended for facility rentals with the exception of youth ice rental rates. This increase is required to keep pace with increases in operating costs.

**Adult Annual Membership – Lifestyle Pass**

By offering a discounted pass priced at \$365 (Lifestyle Pass), we would encourage the adult public to sign up for annual term memberships. This pass would be offered as an economical option that would not include extensions or suspensions. The goal would be to provide a discount to the public that are prepared to commit to an annual term.

**Family Annual Membership**

SEAPARC currently offers a family membership priced at \$868. The proposed price is \$730. By offering a discounted pass, we would encourage families to sign up for annual term. This pass would be offered as an option that would not include extensions or suspension.

**Private Lessons**

SEAPARC offers private lessons for swimming and skating. It is suggested that rates for these sessions be increased from \$10.00 to \$11.75 (per 15 minutes) to reflect the cost to provide the service.

**MOVED** by Director Milne, **SECONDED** by Commissioner Perkins that the Commission approves the proposed SEAPARC Recreation Fees and Charges for 2014/15 effective September 1, 2014.

**CARRIED**

**8. UNFINISHED BUSINESS**

**a) Staff Report: Digital Sign**

The SEAPARC Manager provided an update on the replacement of the SEAPARC reader board sign with a new digital sign. As noted in the February, 2014 Staff Report, the base of the sign was subject to a review by a structural engineer. The results of the structural review indicate that a new concrete base and steel pole are required due to the age of the pole and larger, heavier digital sign. Cost breakdown as follows:

Concrete base	\$3,000
Steel pole	2,000
Engineering	<u>1,500</u>
	\$6,500

Final project cost for the SEAPARC digital road sign replacement, including the engineered base and pole, will total \$36,500.

**MOVED** by Director Milne, **SECONDED** by Commissioner Perkins that the Commission approve the recommended engineered concrete base and steel pole replacement and the transfer of \$6,500 in reserve funds to the digital sign project.

**CARRIED**

**b) Site Planning/Survey**

Commissioners discussed whether to retain the “Site Planning/Survey” as a standing agenda item or remove it with the understanding that the topic could be reintroduced at any time.

**MOVED** by Commissioner Perkins, **SECONDED** by Director Milne that the “Site Planning/Survey” standing agenda item be removed from future agendas with the understanding that the SEAPARC Manager will revisit the item at a future date.

**CARRIED**

## **9. STAFF REPORTS**

### **a) Staff News**

#### Aquatic

SEAPARC received the "Swim to Survive" grant from the Life Saving Society for the second year in a row. This provides an opportunity for all grade 3 students in the 2014-2015 school year to participate in three sessions where they will learn about surviving in open water.

#### Staffing

Megan MacKeigan has been hired as the new Recreation Coordinator at SEAPARC. Megan has been working for the Township of Esquimalt as a Recreation Programmer for the past 3 years. She is a resident of Sooke and began her career in recreation at SEAPARC as a Program Instructor back in 1994.

Summer Camp staff have been hired including Desirae Meija, Tara Seeburger, Emily Percival-Paterson, Derek Powers, Dylan Marks, Morgan Gubersky, Wyatt Church and Norris Wass-Little. All hires are existing employees. Kate Wall's term position as ECE Preschool Instructor ended April 25th, as Audri Mosher returned from her maternity leave.

#### Community Recreation

The Annual SEAPARC Community Garage Sale took place April 12th. 70 tables were sold. The Family Arts Fair was held in conjunction with the garage sale. Both events were well attended.

The Annual Easter Eggstravaganza was once again a great success. 450 people attended, with 330 children enjoying the Easter Egg Hunt. Over \$400 was raised for the Sooke Food Bank, along with a large amount of food donations.

Three staff attended the BC Recreation Parks Association Annual Symposium April 23-25th. This year's theme was "Recreation Connections". Education sessions focused on building partnerships both internally and externally within organizations and communities, and focusing on long-term visions for community recreation and parks development.

## **ADMINISTRATION**

#### Travel Assistance Funding

The SEAPARC Manager reported that a contribution of \$200 was made to assist with travel costs for the Sooke Boys Bantam Fastball team to compete in the Provincial Championships being held on Vancouver Island this year.

#### Rope Swing

The pool's rope swing has been replaced and final certification for use is expected soon.

#### Bike Park

The SEAPARC Manager reported on developments with the Bike Park redesign project. A Request for Proposal for the redesign/redevelopment of the SEAPARC bike park was sent to four bike park designers in April. Alpine Bike Parks have been contracted to provide a conceptual site plan and a high-level budget for design and construction. Construction is expected to be completed by the end of June.

### Active Transportation Innovative Infrastructure Funding Program

The SEAPARC Manager was pleased to announce the successful application to the CRD's Active Transportation Innovative Infrastructure funding program for \$73,000 to assist with the development of the bike park and construction of a multi-use connector trail project between Phillips Road and Throup Road. The application was submitted by the District of Sooke in partnership with SEAPARC and the Juan de Fuca Electoral Area.

The project will resolve an existing barrier to walking and cycling by providing a safe, separated (off-highway) multi-use trail connection at the entrance to Sooke within 1 km of five public schools. The location, at the entrance to Sooke, will also serve the ~15,000 residents of Sooke and JdF EA. This strategic location will serve as a 'hub' for bikers of all ages and abilities to converge, develop skills and celebrate biking. Programs, promotional material and signage will aid in increasing the visibility of this project to residents and visitors. SEAPARC had previously committed \$24,000 toward the bike park redesign/redevelopment project which will now be augmented by this new infrastructure funding. The project will be completed over the next 12 months.

Kudos were extended to Director Hicks, Emma Taylor (JdFEA Planner) and Laura Hooper (District of Sooke Parks & Environmental Services Coordinator) for their efforts in obtaining the funding.

### Ice Allocation Meeting

The 2014/15 Ice Allocation meeting is scheduled for May 13 with Commissioners Berger and Bishop representing the Commission.

*Commissioner Grove entered the room at 6:58 pm*

### Dehumidifier

The final design for the A20 installation is expected from the engineer shortly. The SEAPARC Manager noted that labour and trade costs involved in the installation may impact the project budget.

**MOVED** by Director Milne, **SECONDED** by Commissioner Berger that the Staff News be received.

**CARRIED.**

## **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 7:02 p.m. and adjourned at 7:48 p.m.

## **13. ADJOURNMENT**

The meeting adjourned 7:50 p.m.