



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Wednesday, June 4, 2014 at 6:30 p.m.

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:

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V9Z 1H4

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of May 7, 2014
4. Delegation
 - a) Ellen Lewers – Community Digital Sign
5. Chair's Report
6. Directors' Report
7. Correspondence
 - a) Sandra Nelson - EMCS Graduation Costs
8. New Business
 - a) Staff Report: 2014/15 Ice Allocation
 - b) EMCS Graduation Extra Costs (Director Milne)
9. Unfinished Business
 - a) Staff Report: Combining SEAPARC Services
9. Staff Reports
 - a) Staff News
10. Question Period
11. Roundtable
12. Adjournment

MINUTES

**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**

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.

Mike Hicks, Chair

Lynn MacDonald, Recorder

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**

CORRESPONDENCE

**SEAPARC
RECEIVED**

MAY 30 2014

Sandra Nelson
[REDACTED]

Sooke, BC
[REDACTED]

30 May 2014

Board of Directors
Seaparc
2168 Phillips Road
Sooke, BC
V9Z 0Y3

Dear Chairperson,

I am writing to you on behalf of the families and students of the Edward Milne Community School graduation class of 2014.

On May 28, 2014 parents were invited to a meeting at the school, the subject of that meeting was the upcoming graduation ceremony, prom and awards night. Due to the current job action by teachers we, the parents, have been asked to step forward and volunteer to complete tasks associated with these events.

It was during this meeting that we were advised that Seaparc would be charging the school \$1785.00, more specifically the graduation class/parents, to remove the glass panels in order for the graduation class to sit on the bleachers directly behind the stage. In the past the School District maintenance crew has completed this particular task. However, they cannot continue with this function.

This additional expense was unexpected and not originally budgeted for. This comes at a time of year when families are already expending significant funds in support of our children's graduation events.

We, the parents, are requesting that the board of directors wave the additional fee charged, as indicated on the attached invoice, for the 2014 graduation year.

Thank you for your time and consideration of our request.



Sandra Nelson
Parent Representative
[REDACTED]

Encl: 1

CC: Pat Swinburnson – Principle EMCS
Neil Poirier – School District 62 Trustee



SEAPARC LEISURE COMPLEX
 2168 Phillips Road
 PO Box 421
 Sooke, BC
 V9Z 1H4

GST# R121399830

Rental Contract / Permit

Printed: 11 Mar 2014, 11:53 AM

User: nstewart

Contract #: 11010
 Date: 11 Mar 2014

User: nstewart
 Status: Tentative

Sooke & Electoral Area Parks And Recreation Commission hereby grants EMCS (hereinafter called the "Renter") represented by Patrick Swinburnson, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use Special Events
 2014 EMCS Grad Ceremony

ii) Conditions of Use Per attached Facility Reservation Agreement

iii) Date(s) and Time(s) of Use # of Bookings: 6 Starting: Thu 12 Jun 14 05:00 AM Expected: 0
 Ending: Tue 17 Jun 14 12:00 AM

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
SEAPARC Leisure Complex - Arena	Thu	12 Jun 2014	05:00 AM	13 Jun 2014	12:00 AM	\$540.00	\$0.00	\$27.00	\$567.00
SEAPARC Leisure Complex - Arena	Fri	13 Jun 2014	12:00 AM	14 Jun 2014	12:00 AM	\$540.00	\$0.00	\$27.00	\$567.00
SEAPARC Leisure Complex - Arena	Sat	14 Jun 2014	12:00 AM	15 Jun 2014	12:00 AM	\$540.00	\$0.00	\$27.00	\$567.00
SEAPARC Leisure Complex - Arena	Sun	15 Jun 2014	12:00 AM	16 Jun 2014	12:00 AM	\$1,142.40	\$0.00	\$57.12	\$1,199.52
SEAPARC Leisure Complex - Multi-Purpose	Sun	15 Jun 2014	12:00 AM	16 Jun 2014	12:00 AM	\$240.00	\$0.00	\$12.00	\$252.00
SEAPARC Leisure Complex - Arena	Mon	16 Jun 2014	12:00 AM	17 Jun 2014	12:00 AM	\$540.00	\$0.00	\$27.00	\$567.00

iv) Additional Fees

Extra Fee - Rental	Quantity	Charge	Tax	Total
Extra Staffing - FMW1	1	\$1,700.00	\$85.00	\$1,785.00
				\$1,785.00

v) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$3,542.40	\$1,700.00	\$262.12	\$5,504.52	\$0.00	\$0.00	\$5,504.52	\$0.00

Rental charges are due according to the following schedule:

Date	Amount
31 May 2014	\$5,504.52

vi) Other Information

vii) Additional Notes

Arena - SEAPARC Leisure Complex

Multi-Purpose Room "Full Room" - SEAPARC Leisure Complex

NEW BUSINESS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 4, 2014**

SUBJECT: Ice Allocation: 2014/15 Season

PURPOSE/ISSUE:

To recommend ice allocation for the 2014/15 season.

HISTORY/BACKGROUND:

Staff conducted an Ice Allocation meeting on Tuesday, May 13 to review requests for the 2014-2015 ice season. Commissioners Berger and Bishop attended the meeting as observers. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

A hockey school has been allocated ice time from August 24 to 28, 8:30 am – 4:30 pm. Appendix A attached outlines the “ice in” schedule for this week.

The SEAPARC Manager presented a generic weekly schedule (Appendix A) along with special events and tournament dates. Minor schedule adjustments were discussed with meeting attendees.

A review of Greater Victoria adult prime rental rates suggest \$213 per hour is the average rental rate. The Commission, at their May, 2014 regular meeting, approved a rental increase of 2% for adult ice rental rates. A 2% increase in rates would result in an adult prime rental rate of \$214.00 (up from \$210 in 2013/14). No change in youth ice rental rates proposed.

ALTERNATIVES:

1. Approve the generic weekly schedule and recommended adjustments for special events, tournaments and additional game ice for Sooke Minor Hockey.
2. Do not approve the schedule and adjustments as presented.

SUMMARY/CONCLUSION:

The suggested schedule and adjustments offer a fair and consistent allocation of ice time to arena contract users in accordance with Commission policy. The suggested rental rate is consistent with Commission policy and budget approvals. Ice time for the 2014/15 season is booked to near capacity.

RECOMMENDATION(S):

- That the attached generic weekly schedule be approved.
- That the adult prime rate for the 2014/15 season be set at \$214 per hour.

Steve Knoke
SEAPARC Manager

2014/2015 Ice Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	OPEN	SMHA 6 - 7	SMHA 6 - 7	SMHA 6 - 7	SMHA 6 - 7	SMHA 6 - 7	OPEN
6:30	6-7	Ice	Ice	Ice	Ice	Ice	6-7
7:00	SMHA	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	SMHA
7:30	7-1030	7 - 830	7 - 930	7 - 830	7 - 930	7 - 9	7 - 820
8:00		Journey	Journey	Journey			
8:30		830 - 10	830 - 10	830 - 10			
9:00		EMCS	EMCS	EMCS	EMCS	EMCS	
9:30		Ice	930 - 11	Ice	930 - 11	915 - 1030	
10:00		Maintenance		Maintenance			
10:30	Program Ice	Journey	Journey	Maintenance	Maintenance	OPEN	
11:00	1030-12	11 - 12:30	11 - 12:30	Journey	Maintenance	1045 - 1145	
11:30		11:30 - 1	11:30 - 1	11 - 12:30	Adult Hockey		
12:00	Public Skate				Drop In	EMCS	
12:30	12 - 120	Maintenance	Maintenance	Maintenance	1130 - 1	12 - 130	
1:00		OPEN	EMCS	OPEN	EMCS		
1:30	SMHA	1 - 3	120 - 235	1 - 3	120 - 235	Maintenance	
2:00	130 - 620					Youth Hockey	
2:30						2 - 350	
3:00		Parent & Child	Maintenance		Maintenance		
3:30		3 - 4	Program Ice	Program Ice	Program Ice		
4:00		SMHA	320 - 450	320 - 420	320 - 420	SMHA	
4:30		4 - 11	SMHA	SMHA	SMHA	4 - 650	
5:00			Skating Club	430 - 820	430 - 520		
5:30			5 - 650		Skating Club		
6:00					530 - 720		
6:30	Old Growth						
7:00	630 - 750		Public Skate			Family Hockey	
7:30			7 - 815		SMHA	7 - 815	
8:00	Renfrew				730 - 950		
8:30	8 - 920		Whalers	Ice Angels		BlunderBirds	Fendogs
9:00			830 - 950	830 - 950		830 - 950	830 - 950
9:30	Hockey 101						
10:00	930 - 11		Adult Hockey	SMHA	Team Sore	Hockey 101	Hockey 101
10:30			Drop In	10 - 11	10 - 1130	10 - 1130	10 - 1130
11:00			10 - 1130				
11:30							

APPENDIX B

**Capital Regional District
Ice Allocation Committee Meeting Notes
Held Tuesday, May 13, 2013 at 7 pm
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

Present: Commissioners: B. Berger and D. Bishop
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
D. Davies, Clerk-Receptionist, L. MacDonald, Recorder
Public: 3

The meeting was called to order at 7:00 p.m.

The SEAPARC Manager introduced the Commission representatives and staff attending. He then spoke briefly to the Commission's ice allocation policy and procedure.

The proposed ice schedule for the week of August 25-September 1, 2013 was presented. Items of note include:

- Dapp's Hockey Challenge has been allocated ice time from August 24 to 28, 8:30am – 4:30pm to run a hockey camp.

The SEAPARC Manager presented the proposed ice schedule for 2014/15. He advised that minimal adjustments have been made to this year's proposed schedule. Items of note include:

- Sunday schedule adjusted so that SEAPARC programming and public skate times are now offered back to back with Program Ice running from 9:30- 11:50 and Public Skate from noon-1:20pm.
- Proposed increase in SEAPARC programming ice by one hour on Sundays resulting in a one hour reduction of ice available to Sooke Minor Hockey Association (SMHA).

Discussion followed regarding SMHA concerns over the loss of one hour of ice time on Sundays. Following the meeting, staff were able to modify the skate lessons offerings in order to use the same amount of ice time as 2013/14. SMHA Ice Allocator was advised of accommodation made and that there would no change in amount of SMHA ice time for 2014/15.

SMHA had requested 9 am – noon ice on Non-Instructional Days (Sept. 15, Oct. 24, Nov. 21, Feb. 20). Due to scheduling of SEAPARC Toonie Skates and Youth Hockey during this time period, ice has been offered to the Association from 8 am–10:50 am and offer has been accepted.

The SEAPARC Manager spoke to committed dates including tournament bookings and holidays as follows:

- **November 11TH Weekend**

Friday, Nov. 7	TBD
Saturday, Nov. 8	TBD
Sunday, Nov. 9	TBD
Monday, Nov. 10	TBD
- **Pacific Cup**
Will not be using SEAPARC ice this year
- Santa Skate - Sunday, Dec. 14
- Christmas Break
- Christmas Eve – Wednesday, Dec. 24
- Christmas Day - Thursday, Dec. 25
- Boxing Day – Friday, Dec. 26
- New Year's Eve
- New Year's Day
- Spring Break
- Ice Out

The SEAPARC Manager provided proposed additional ice times available. He reviewed the 2014/15 fee rental increases approved by the Commission. While no increases are proposed for Youth ice rental fees, adult ice rental fees will see an increase of 2%. Example below:

Adult Prime 2013/14:	\$210.00
2% increase	\$ 4.00
Recommendation for Adult Prime 2014/15	\$214.00

The Manager reviewed the requirements for insurance coverage for all ice users and that an application form for CRD facility rental insurance will be sent out with ice contracts by the end of June.

The Manager expressed concern with several overdue and outstanding ice rental fees from 2013/14 and that this issue needs to be addressed. A late payment fee of 1.5% monthly will be applied on all accounts overdue after 30 days. All accounts overdue by 60 days may lose their allocated ice time.

The meeting adjourned at 7:45 pm

UNFINISHED BUSINESS



Making a difference... together

**REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 4, 2014**

**SUBJECT FEASIBILITY OF COMBINING THE TWO SOOKE & ELECTORAL AREA
PARKS AND RECREATION COMMISSION (SEAPARC) SERVICES**

ISSUE

Examine the benefits and describe the process for combining the SEAPARC Arena and Facility service with the SEAPARC Pool service and combining the two reserve funds together

BACKGROUND

In 1973 the CRD created a service to provide recreational and related community programs and acquire real property for the Sooke Electoral Area. In 1974 the service borrowed funds to construct an arena and in 1990 a reserve fund was established to provide for future capital needs of this arena service.

In 1998 a second service was established to construct, equip, maintain and operate a swimming pool and a multi-purpose/community use room for community related programs. In 2010 a capital reserve was created to build reserves for future capital needs of this pool service.

In the past, two other CRD recreation centres have combined their separate establishing bylaws to consolidate the service for efficiencies in budgeting and managing their requisition. As well, after combining the services, the reserve fund bylaws were combined so that the funds could be used for the single combined service.

At the April 2, 2014 meeting of SEAPARC a motion was passed requesting staff to research the feasibility of combining the two existing SEAPARC service budgets into one to enable more flexibility with the use of reserve funds.

It is a simple process to merge the two services together and the two reserve funds together but it requires two stages. The first stage involves combining the Arena and Pool service authorities with one bylaw. This bylaw must be approved by the CRD Board and Inspector of Municipalities. Consent on behalf of the participants can be given by the District of Sooke and the Juan de Fuca Electoral Area Director. A draft bylaw has been attached for consideration which makes no changes to service authorities or levy limits. The proposed bylaw combines the levy rates of each service and states the authorities as they were stated from the original establishment bylaws.

The second stage, after the services have been combined, would be to combine the two reserve funds with a single bylaw. This new bylaw will combine the balances of each reserve and repeal the old bylaws. This bylaw only requires CRD Board approval.

ALTERNATIVES

That the Sooke and Electoral Area Parks and Recreation Commission recommend:

1. Combining the establishment bylaws of the two SEAPARC services without any change to

service authority or any increase to the combined levy rate limit and to combine the two reserve funds together.

2. That staff provide more information to the commission.

IMPLICATIONS

There are several advantages to combining the Arena and Pool services of SEAPARC

- 1) Budgeting would be simplified – only one budget to balance instead of two; easier to move funding around the various divisions where needed without having to balance on two requisitions;
- 2) Combines the levy rate limits of the two services into one levy rate so this means one line for SEAPARC on the CRD requisition and one line for all SEAPARC services on the Rural Property Tax notice instead of two;
- 3) Long-term capital planning for the whole facility on one plan rather than two separate plans; and
- 4) Combined reserve fund provides more flexibility to the Commission for capital work priorities without having to transfer funds between reserve accounts.

Disadvantages: none other than having more bylaws for the SEAPARC service but it may be easier to refer the public to one combining establishment bylaw rather than the two original bylaws plus seven amendments

CONCLUSION

There are many advantages in combining the two existing SEAPARC services and reserve funds. A simple process to get approval for a new combined service bylaw would provide for one levy rate, a single requisition and a more efficient budgeting process with no cost to the Commission. The second stage would see the reserve funds combined to provide flexibility in capital planning for the whole facility.

RECOMMENDATION

That the Sooke and Electoral Area Parks and Recreation Commission recommend combining the establishment bylaws of the two SEAPARC services without any change to service authority or any increase to the combined levy rate limit and to combine the two reserve funds together.



Steve Knoke,
Manager, SEAPARC



Rajat Sharma, MBA, CMA
Senior Manager, Financial Services
Concurrence

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JUNE 4, 2014**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Aquatic

Aquatic staff attended in-service training on May 4th. They practiced lifeguarding skills and discussed facility updates with SEAPARC Manager Steve Knoke and Program Services Manager Colleen Hoglund.

May was a busy month with various special events including a Friday night Glow swim during Youth Week, the Rotary free swim, and a free Coast Capital Swim. SEAPARC also offered \$2 entrance for all drop-in programs in honor of Move for Health Day on Saturday, May 10th.

Grade 2 swim lessons, which are sponsored by the Sooke Lion's Club, have now been completed. 160 students participated in a seven week swim lesson set.

Community Recreation

In honor of Youth Week, SEAPARC offered youth free entrance to any drop-in program on Friday, May 2nd. The Sooke Rotary Auction was held at SEAPARC on May 3rd. Approximately 100 people attend SEAPARC's Move for Health Day free family event on May 10th. This event took place on the dry floor, and included an obstacle course, bounce house and games for families. SEAPARC received a \$300 grant from the BC Recreation Parks Association to help support the event.

Dry floor programs including Pickle Ball, Family Floor Hockey and Adult Drop-in Floor Hockey all have an average of 10-15 people attending each session. The dry floor programs end June 10th. A total of 43 participants are registered for the 50+ Strength and Mobility Classes with Dave Ristau. Dave's expertise, consistency and positive rapport with participants has had a definite impact on the program, which started from only being offered once per week, to now being offered four times per week.

ADMINISTRATION

Desiccant Dehumidifier Installation

An Invitation for Quotation was sent to four prospective bidders for installation of the new A-20 desiccant dehumidifier. Tenders closed on May 28, 2014 with three companies submitting proposals. Quotes, excluding taxes, are as follows:

Robertson Sheet Metal LTD	\$22,764.00
Lewis Sheet Metal LTD	\$37,773.00
Essential Air LTD	\$69,092.00

It is recommended that Robertson Sheet Metal Ltd. be issued a contract to install the desiccant dehumidifier for the price of \$22,764.00 plus applicable taxes.

Bleacher heating

Further to Director Hicks' suggestion that staff research the feasibility of installing a natural gas fired radiant bleacher heating system, the SEAPARC Manager contacted operators of several arenas including Fuller Lake, Cowichan Lake and Panorama Recreation Centre. Feedback from all operators indicated that bleacher heating has a detrimental effect on ice quality and consumes a large amount of energy. One suggestion made was to provide/rent electric blankets for arena spectators.

Bike park update

Staff have received the initial bike park design from Alpine and created a donation package that will be used to seek community support (attached as Appendix A). Alpine has also been contracted to design the multi-use connector trail between Throup Road and SEAPARC.

Water Bottle Fillers & Water Fountain

Installation of water bottle fillers in the home arena dressing rooms has been completed. A new arena lobby water fountain including automatic water bottle filler has also been installed.

Vending & ATM

SEAPARC's agreement with Ryan Vending expires August 1, 2014. We are investigating several options for providing vending services and will provide a staff report on this topic to the Commission at a future date.

An ATM is also being examined as an opportunity to provide a service and generate revenue. The ATM would be purchased and maintained by SEAPARC. Estimated cost is \$1,895 plus monthly telephone charge and host charge of \$15 per month.

Plan H Community Capacity Grant

Our regional application for a "Plan H Community Capacity Grant" was successful (\$5000). We are looking at setting up a session in the fall to facilitate a capacity building discussion with area stakeholders. We are currently in discussions with CRD, School Districts, Ministry of Family and Child Development and Island Health.



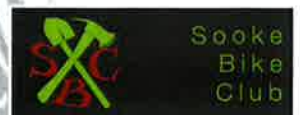
Steve Knoke
SEAPARC Manager

SOOKE BIKE PARK

A Sponsorship Opportunity



DRAFT



Our Mission

DRAFT

Dear Friends of the Community.

Biking is a healthy way to experience our world while challenging the body and mind. Our goal is to build a professionally designed bike park in our community where bicyclists can gather, ride and mentor one another. We envision a bike park that our entire community can ride and be proud of.

The Sooke Bike Park design is being developed with input from the Sooke Bike Club, local youth, parents, bike park developers and the SEAPARC recreation team. The SEAPARC Commission has secured \$24000 for a contracted professional bike park design company (Alpine Bike Parks) to design and then form the basic shapes of Phase 1 of this project. Funds from the CRD- Active Transportation Innovative Infrastructure Funding Program will help to build a user friendly trail from Throup Road to SEAPARC and the Bike Park.

For future phases and further development of jumps, riding elements and skills features we will need help from individual and corporate sponsors. We need you! Your donation can be in kind or in cash. Will you join us?

All fundraising dollars will go directly towards the materials and tools necessary to build and maintain the park. Tax receipts can be provided for all cash and in-kind donations.

All donors will be recognized for their contribution to the community. We have created a list of suggested donation amounts and recognition that comes with each level.

For more information and to learn how we can work together to make this vision a reality, please contact Steve Knoke, SEAPARC Manager (250)642-8009.

Sincerely,

The Bike Park Steering Committee



FAQ

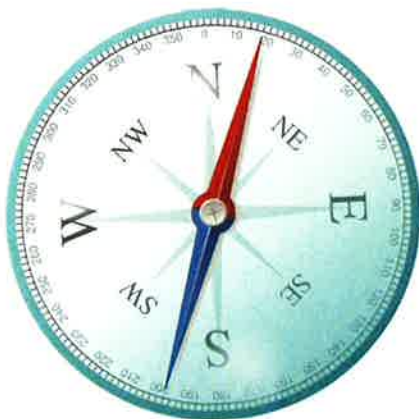


What is a bike park?

A bike park is a recreational venue that incorporates structural elements to challenge bike riders. These elements include dirt jumps, ramps, elevated trails and rideable objects such as logs and boulders. The bike park is designed to entertain and challenge all levels of riders. The perimeter trails, pump track and smaller jumps are suitable for beginners, while the larger pump tracks and freestyle courses are aimed towards intermediate and advanced users.

Who will maintain the park?

The Sooke Bike Park is a community driven project. Therefore, it would only be natural for the maintenance to be handled by local cycling enthusiasts. SEAPARC maintenance, along with volunteer experienced trails builders from the Sooke Bike Club, will perform the day to day tasks. This includes trail smoothing, jump repair and hole filling. Any major changes to the park will be overseen by SEAPARC management and performed by professional bike park designers.



Where will the park be located?

The Sooke Bike Park will be located adjacent to the Stan Jones Ball Field below the SEAPARC parking lot. The Bike Park will be accessible via a trail on the north side of the parking lot. With funds we have recently received from the CRD-Active Transportation Innovative Infrastructure Funding Program, this trail will soon be much more user friendly for users coming from SEAPARC or Throup Road. The Bike Park can also be accessed via the service road near the museum and parking lot entrance.

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FAQ continued



When is the park scheduled to open?

Construction on the Bike Park will begin in June 2014. Phase One of the Bike Park is expected to be completed by the end of June. The multi-use trail from SEAPARC to Thruway Road will take longer to complete and will be done in stages. Our goal is to have Phase Two of the Bike Park funded and ready for construction by Spring 2015.

Will there be racing?

The park will not feature a BMX track, stadium lights or bleachers. However, SEAPARC's Recreation Program Team will be hosting community events and bike skills programs on site.



Who are the Bike Park Steering Committee (BPSC)?

The BPSC are the driving force behind this community supported project. This passionate committee has been meeting regularly since November 2013 to ensure a professionally designed, all ages bike park becomes a reality in Sooke. The members of the BPSC are:

Christina Schlattner & Zack Allman (Sooke Bike Club)
Laura Hooper (District of Sooke Staff)
Maja Tait (District of Sooke Councillor)
Derek Bishop & Patrick Grove (SEAPARC Commission)
Steve Knoke & Darcy Smith (SEAPARC Staff)



Sponsorship Levels

Chromoly	\$100+	<ul style="list-style-type: none">• Name on SEAPARC website & Brochure -Donor's list
Bronze	\$250+	<ul style="list-style-type: none">• Logo and name on SEAPARC website & Brochure-Donor's• Name on Bike Park Donor Recognition Board in small text
Silver	\$500+	<ul style="list-style-type: none">• Logo and name on SEAPARC website & Brochure-Donor's list• Name on Bike Park Donor Recognition Board in medium text
Gold	\$1000+	<ul style="list-style-type: none">• Logo and name on SEAPARC website & Brochure-Donor's list• Name on Bike Park Donor Recognition Board in large text
Carbon Fiber	\$2500+	<ul style="list-style-type: none">• Logo and name on SEAPARC website & Brochure-Donor's list• Name on Bike Park Donor Recognition Board in XLarge text
Titanium	\$5000+	<ul style="list-style-type: none">• Logo and name on SEAPARC website & Brochure-Donor's list• Name on Bike Park Donor Recognition Board in XLarge text• Logo on Event posters• Banner placement at events

**Banner supplied by donor*



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2168 Phillips Road, Sooke, British Columbia V9Z 0Y3

Phone: (250)642-8000 Fax: (250)642-4710
Email: sknoke@crd.bcbca website: www.seaparc.ca

Sooke Bike Park Sponsorship Form

Sponsor Information
Name:
Organization:
Address:
City:
Phone:
Fax/Email:

Sponsorship Information	Levels	Please specify amount (in cash or in kind)
Chromoly	\$100+	
Bronze	\$250+	
Silver	\$500+	
Gold	\$1000+	
Carbon Fiber	\$2500+	
Titanium	\$5000+	

Payment Information
<input type="checkbox"/> Cheque. A tax receipt will be issued to the above sponsor
<input type="checkbox"/> In kind donation. You will be contacted by Steve Knoke, SEAPARC Manager

Sponsor Signature

Date

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Materials Wish List

Item	Unit Description	Estimated Unit Qty.	Estimated Cost Per Unit	Total Estimated Cost	Notes
Safety Equipment					
Maintenance Equipment- Permanently on site					
Construction Equipment					
Materials					
Skills Area- Lumber/Hardware, etc.					
Other					

INFORMATION ONLY

SEAPARC CUSTOMER SUGGESTIONS

January – May, 2014

Programs:

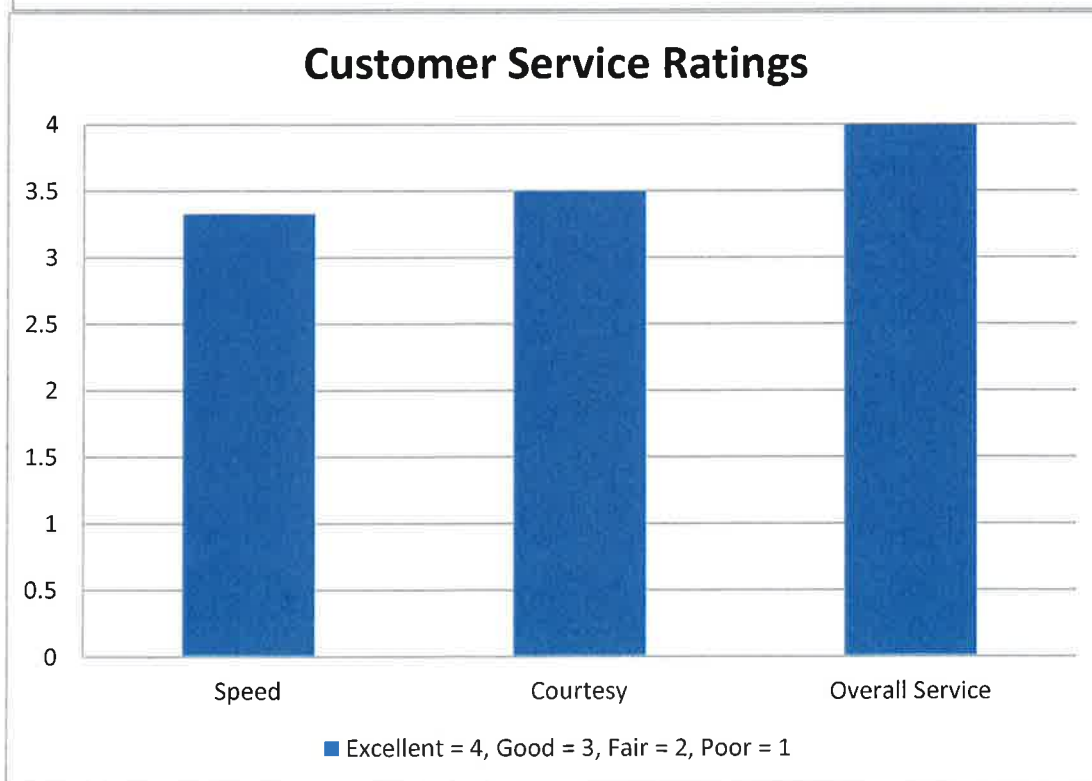
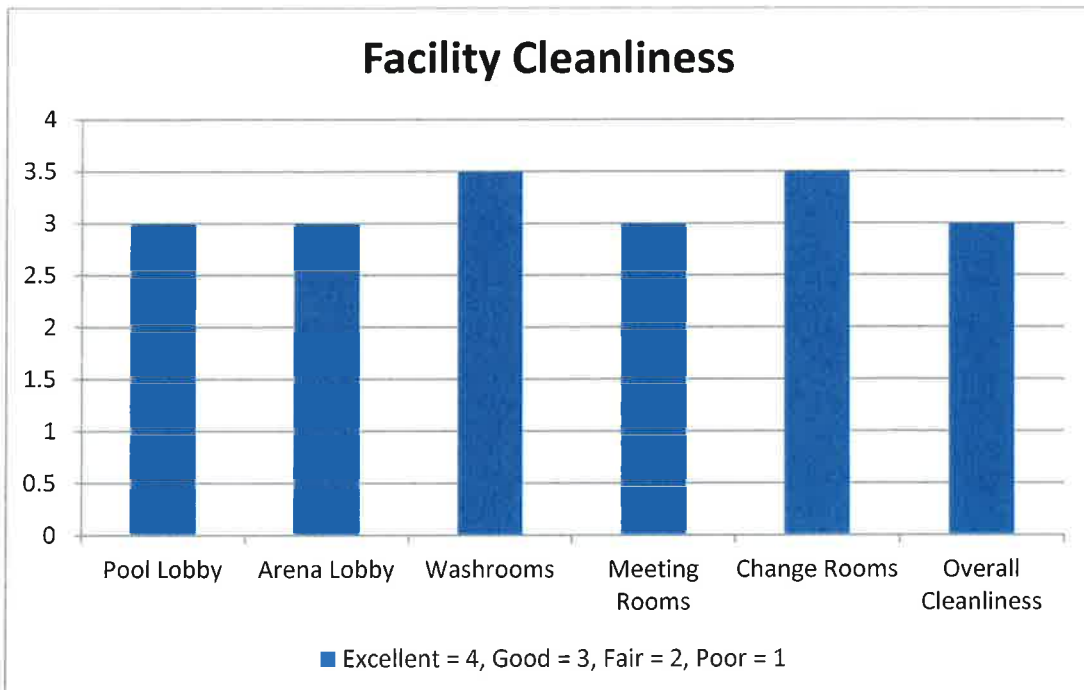
- Sooke needs a fitness centre/gym (*Jan. 27*)
- Need a gym:) (*Jan. 27*)
- Music way too loud. (*Jan. 28*) The music for the 11am deep water class was too loud - voiced by many. (*Jan. 28*)
- I think there should be some kind of child minding for the adult programs. (*Jan. 28*)
- Instructor is excellent. However, if she is instructing using a microphone, the music should be half as loud. I treasure my hearing. Please turn the music down. (*Jan. 28*)
- It would be really great if this facility could have a workout area with machines (gym) treadmill, elliptical trainer and some weights etc. (*Jan. 28*)
- A Friday morning (9-10am) fitness class (not aquafit) would be great! Please find someone to instruct it. Thank you! (*Mar. 3*)
- A larger variety of drop in activities that can be used with the month pass such as: Yoga, pilates, boxfit etc. Thanks (*Mar. 4*)
- We need a gym. (*Mar. 10*)
- More times for "DUCK" lessons (*Apr. 4*)
- The music was to loud. (*Apr. 4*)
- It would be a great addition to Sooke and Seaparc to have weight room facility (like Juan de Fuca rec centre). It would seem this would be a healthy addition for adults given the kids get a new bike park. Please!! (*Apr. 30*)
- Camps wrecking bike jumps (*Apr. 30*)
- Please allow a drop-in fee as well as a full sign-up fee for Dave's outdoor fitness class this summer. Some of us will be away for part of the summer but would like to attend when we can. (*Apr. 30*)
- Music too loud! (*May 5*)
- 2 times a week Zumba (*May 13*)
- Zumba class twice a week would be very beneficial :) (*May 13*)
- I would like if there was two Zumba classes per week (*May 13*)
- Would love extra Zumba classes whenever they can be scheduled. (*May 13*)

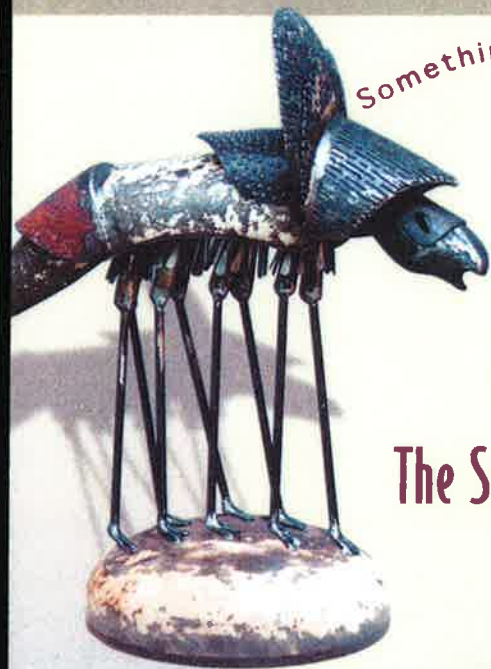
Administration:

- 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. (*Mar. 5*)
- Use of Go Pro in the Pool - In this day and age of images being circulated on the internet! I was very surprised & disappointed to see a teenage boy in the pool with a "go-pro" strapped to his chest. Very inappropriate. The pool needs to do a better job of protecting our children. This should not be allowed. (*Mar. 16*)
- Staff at Reception, on deck & in the preschool are all friendly & very helpful. Great people make for a great experience every time I come here. (*Apr. 2*)
- Please consider making the centre a scent-free zone. I was swimming, came up for air, and got a nose & mouthful of body spray scent - it was disgusting & made it difficult for me to breathe b/c of the coughing fit that resulted. Thanks (*Apr. 26*)
- I find the pool too cold! I started to do water X in the a:m a year ago but find it too cold. Then you come out & the air is so cold! (*May 2*)
- We need more Handicap parking stalls or else stalls that are for bigger cars & vans (*May 6*)

Maintenance:

- The sauna door (interior) sign does not stay on the door using ticky tac. It ends up on the floor being a dangerous slippery object. (Mar. 9)
- Re Sauna Benches, (rough)
Suggestion: Benches can be sanded down when dry, vacuum, apply 2 Coats of Linseed Oil days apart, keep room warm. After 5-7 days room can be washed down Apply Linseed oil once a Year the Seats will last for ever & one Extra Day (May 15)





Something exciting around every corner!

With great appreciation
The Sooke Fine Arts Society
presents

SEAPARC
Leisure Complex

with the
Community Spirit Award
in recognition of outstanding support of the
Sooke Fine Arts Show

SOOKE
Fine Arts Society

From: Krystyna Domes [<mailto:krystynad@lifesaving.bc.ca>]
Sent: Friday, April 04, 2014 4:34 PM
To: Elizabeth Olsen
Subject: Swim to Survive School Program Grants

Dear Elizabeth,

Thank you for your recent Swim to Survive School Grant Program application. I am pleased to advise you that you have been approved to receive **\$2641.00** to provide 153 Grade 3 children in your community with important water survival skills. A formal letter will follow shortly to confirm the grant and provide further details.

We greatly appreciate your participation in the Swim to Survive program and your commitment to the Lifesaving Society's drowning prevention mandate.

Warm Regards,

Krystyna Domes
Swim to Survive Coordinator
Lifesaving Society - BC & Yukon
#112-3989 Henning Drive
Burnaby, BC V5C 6N5
Phone: 604.299.5450
Fax: 604.299.5795
lifesaving.bc.ca



Proud recipient of BCRPA's 2013 'Friend of the Sector' award.