



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Wednesday, July 2, 2014 at 6:30 p.m.

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of June 4, 2014
4. Chair's Report
5. Directors' Report
6. New Business
7. Unfinished Business
8. Staff Reports
 - a) Staff News
9. Public Question Period
10. Roundtable
11. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1):
 - (j) *information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and*
 - (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*
12. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, June 4, 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, B. Berger, D. Bishop, P. Grove, W. Milne (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary
Absent: 0
Public: 1
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

3. APPROVAL OF THE MINUTES OF May 7, 2014

MOVED by Director Milne, **SECONDED** by Commissioner Grove that the minutes of the May 7, 2014 meetings be adopted. **CARRIED**

4. DELEGATION

a) Ellen Lewers – Community Digital Sign

Ms. Lewers shared a drawing of a proposed community digital sign to serve the advertising needs of non-profit agencies as well as local businesses. Ms. Lewers noted that she had worked with the District of Sooke's Arts & Beautification Advisory Panel to develop the design in keeping with Sooke's "Wild by Nature" theme and has received approval in principle from the Ministry of Transportation & Infrastructure to install the sign on the grass median in front of Edward Milne Community School. Ms. Lewers is seeking support for the installation and operation of the sign.

Discussion points included:

- Appreciation for Ms. Lewer's efforts and sign design
- Alternative locations suggested including town centre – kiosk or future roundabout area
- SEAPARC is proceeding with replacement of the facility's existing road sign and will continue to feature community announcements on the new sign
- Installation of new SEAPARC sign expected by the end of July

5. CHAIR'S REPORT

6. DIRECTOR'S REPORT

7. CORRESPONDENCE

a) Sandra Nelson – EMCS Graduation Costs

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the correspondence be received. **CARRIED**

8. NEW BUSINESS

b) Staff Report - Ice Allocation Meeting

The SEAPARC Manager spoke to the report advising that the 2014/15 Ice Allocation meeting was held on May 13, 2014 with Commissioners Berger and Bishop attending as observers. He outlined prime time requests and presented a generic weekly schedule, highlighting special event and tournament dates.

Staff had proposed increasing SEAPARC program time on Sundays by one hour and moving skate lessons and public skating time so they are offered back to back. Sooke Minor Hockey Association representatives expressed concern regarding the loss of ice time. Accommodations proposed after the meeting were accepted by the Association resulting in no loss of ice time for the Association.

The SEAPARC Manager advised that at their May 2014 regular meeting, the Commission approved an increase of 2% for adult ice rental rates resulting in an adult prime rental rate of \$214 per hour (up from \$210 in 2013/14). The greater Victoria average prime rate is \$213 per hour. No change in youth ice rental rates proposed.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that the Commission receive the Staff Report.

CARRIED.

b) EMCS Graduation Extra Costs (Director Milne)

Director Milne reported that he had received several complaints from parents regarding the extra costs involved in this year's EMCS graduation ceremony arena rental for arena glass removal. The SEAPARC Manager noted that in previous years, School District 62 staff removed the glass but in 2013 it was determined that this work could only be done by CRD employees. In December, 2013 the SEAPARC Manager contacted the EMCS Principal and proposed that in lieu of payment, school facilities be made available for SEAPARC program use. Discussion points included:

- Number of staff, hours required to complete job
- Need for removal of glass
- Structural fatigue and safety issues

MOVED by Commissioner Berger, **SECONDED by** Commissioner Grove that the 2014 EMCS graduation rental contract be reduced by \$1,785; that staff inform the EMCS Society of this one-time only reduction and that staff work with the EMCS Society to develop a reciprocal agreement to offset staffing costs involved in the removal of arena glass panels in the future.

CARRIED

9. UNFINISHED BUSINESS

a) Staff Report: Combining SEAPARC Services

Further to the April 2, 2014 motion directing staff to research the feasibility of combining the two existing SEAPARC service budgets into one, the SEAPARC Manager outlined the stages involved in the bylaw approval process and potential advantages including:

- Budgeting would be simplified;
- One levy rate means one line for all SEAPARC services on the CRD requisition and Rural Property Tax notices;
- Long-term capital planning for the whole facility on one plan rather than two separate plans; and
- More flexibility to the Commission for capital work priorities without having to transfer funds between reserve accounts.

MOVED by Director Milne, **SECONDED** by Commissioner Grove, that staff proceed with 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.

CARRIED

10. STAFF REPORTS

a) Staff News

Aquatic

Aquatic staff attended an in-service training session on May 4 with the SEAPARC Manager and Program Services Manager. Grade 2 swim lessons sponsored by the Sooke Lion's Club are now complete with 160 students participating in the seven week lesson set. May saw Rotary Club and Coast Capital free swims offered as well as a Friday night glow swim during Youth Week. SEAPARC offered \$2 entrance for all drop-in programs in honor of "Move for Health Day" on May 10.

Community Recreation

Free drop-in programs were offered on May 2 in honour of Youth Week. The Sooke Rotary Auction was held on May 3. Approximately 100 people attended SEAPARC's "Move for Health Day" free family event on May 10 in the arena. A BC Recreation & Parks Association grant of \$300 helped support the event including an obstacle course, bounce house and family games.

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. 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.

The Program Services Manager indicated that SEAPARC would like to officially serve as host of the popular Festival of Trees fundraiser for the BC Children's Hospital. Elizabeth Olsen, Aquatic Programmer, has donated her time as the volunteer coordinator of the event for the past two years.

The Province has announced \$14.8 million dollars in capital funding will be made available to childcare providers. Preference will be given to creating child-care spaces in underserved communities. Grants will be up to \$500,000 and can be utilized to:

- Build a new child care facility, including the cost of buying land or a building.
- Assemble a modular building and develop a site
- Renovate an existing building.
- Buy eligible equipment (including playground equipment) and furnishings to support new child-care spaces in an existing facility.

The Program Services Manager, upon Commission inquiry, provided background on SEAPARC's current child care offerings. The current pre-school uses one half of the Multi-Purpose room meaning setup and takedown of the preschool every week day. Preschool classes are currently fully registered and waitlists maintained. A dedicated preschool space would free up much needed facility space for other uses.

MOVED by Director Milne, **SECONDED** by Commissioner Berger that staff pursue application for BC Early Years Strategy early years capital funding to benefit SEAPARC's preschool program.

CARRIED.

ADMINISTRATION

Desiccant Dehumidifier Installation

The SEAPARC Manager reported on the Invitation to Quote process for the installation of the new A20 desiccant dehumidifier including the purchase and installation of a fabric duct sock. An Invitation to Quote was sent to four prospective bidders with three companies submitting quotes by the deadline of May 28, 2014 as follows:

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

In response to a Commission query, the SEAPARC Manager reported that the new dehumidifier will be on site by the end of June with installation of the duct sock scheduled to begin in early August (following the Sooke Fine Arts Society show). The Manager noted that if there is a delay in the duct-sock delivery, ice-in can still proceed on schedule.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that Robertson Sheet Metal Ltd. be contracted to install the desiccant dehumidifier for \$22,764.00 plus applicable taxes.
CARRIED

Bleacher Heating

Further to the February 2, 2014 request made by Director Hicks, staff researched the feasibility of installing a natural gas fired radiant bleacher heating system by contacting operators of several arenas including Fuller Lake, Cowichan Lake and Panorama Recreation Centre. Feedback from the 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

The SEAPARC Manager provided an update on the Bike Park redesign project including:

- Reviewing the draft park design & donation package material;
- Alpine Bike Parks have been contracted to design the multi-use connector trail between Thrup Road and SEAPARC;
- Planning for upcoming public house and media release; and
- Possibilities to improve Stan Jones Field layout and area drainage while the park and trail are under construction

MOVED by Director Milne, **SECONDED** by Commissioner Grove, that the Commission authorize establishment of a contingency fund of up to \$20,000 for drainage and excavation work, should it be required, while excavator work is underway in the bike park.

CARRIED

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. Staff are investigating several options for providing vending services and will provide a staff report on this topic to the Commission at a future date.

Installation of 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

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

The SEAPARC Manager met with Sooke RCMP Staff Sargent Jeff McArthur to discuss ways in which the facility and Sooke detachment can work together through positive policing.

11. QUESTION PERIOD

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop that the standing agenda item "Question Period" be removed from future agendas.

CARRIED

12. ROUNDTABLE

Commissioner Berger noted that the District of Sooke is seeking an organizer to spearhead Sooke's Safe Halloween event.

The Commission is seeking a new Youth Member who is registered in the secondary school program of Sooke School District 62 and a resident of Juan de Fuca Electoral Area or the Municipality. Interested candidates should contact Patrick Swinburson, EMCS Principal or the SEAPARC Program Services Manager for more information.

Kudos were extended to SEAPARC staff for the excellent customer ratings being received.

It was determined that no meeting will be held in August.

13. ADJOURNMENT

The meeting adjourned 8:35 p.m.

Mike Hicks, Chair

Lynn MacDonald, Recorder

STAFF NEWS



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

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Aquatic

Annual pool maintenance was completed June 16-June 30th.

Attendance increased during the past spring session by 210 people in comparison to the spring of 2013.

We would like to welcome back Lindsay Haven who has returned from maternity leave to her Aquatic Program Assistant position. Desirae Meija has filled this position in Lindsay's absence. Desirae has been a definite asset in the role, and we would like to thank her for her dedication and commitment to SEAPARC aquatic programming. Desirae will continue in her role as Lifeguard/Instructor and as a Summer Camp Leader.

Community Recreation

Summer Camp Staff completed three days of training, which included the annual Inter-Municipal Summer Camps Training session on Wednesday June 25th, which was held at West Shore Parks & Recreation. Summer camps begin July 2.

SEAPARC offered School's Out Camps June 16-27, with an average of 11 children registered each day.

SEAPARC staff provided face painting and program promotion at the June 8th MEC Race Series at the Sooke Potholes and the Blue Grass Festival on June 14th.

ADMINISTRATION

Bike Park Redesign & Multi-Use Connector Trail Project

Construction on the Bike Park is expected to begin on June 26. A public open house regarding the Bike Park and Multi-Use Connector Trail will be held at SEAPARC on Thursday, July 3, 2014 from 6:30-9 pm.

Travel Assistance Grants

In accordance with the Commission's Travel Assistance Funding policy, the following Sooke Minor Fastball Association teams were awarded \$200 each to assist with cost of travel to their respective BC Provincial Championships:

- U16 Boys Bantam Clearwater, July 4-6
- U14 Boys PeeWee Surrey, July 11-3
- U14 Girls PeeWee Ridge Meadows, July 4-6

Playing Fields & Partnerships

A meeting was held on June 18, 2014 with community stakeholders to discuss field access and future partnerships with the Sooke School District. The SEAPARC Manager plans to meet with the School District 62 Secretary-Treasurer in early July to discuss future partnerships.

Arena Beams Repainting

Repainting project is now complete.

Budget

The 2015 budget process is underway. Staff are currently working on the Capital and Operating budgets and developing a five year Financial Plan (2015-2019). Further information will be provided to the Commission at the September meeting.



Steve Knoke
SEAPARC Manager

INFORMATION ONLY

Lynn MacDonald

Subject: FW: Bantam boys fastball

-----Original Message-----

From: Sheryl Friesen []
Sent: Monday, April 28, 2014 10:36 PM
To: Lynn MacDonald
Cc: Colleen Hoglund
Subject: Bantam boys fastball

Hi! I am the manager of the Sooke Boys Bantam Fastball team. We have a very big and exciting year coming up with lots of travelling. Last year we were the Provincial Peewee Boys Champions and are going back to the provincials this year in Clearwater B.C. to defend our title. We are also participating in the BC Summer Games as the Zone 6 Team in Nanaimo and finally will be representing our Beautiful Province as the BC Host Team for the Western Canadian Championship Team up island. We have 12 very hard working, dedicated boys on our team who are looking for individuals and groups to sponsor them to help with their travels and tournament fees. They have other tournaments set up off the island throughout the year as well so travel expenses for the year will be hard on the families. This is going to be a big exciting year for the boys and one they will never forget. We are hoping that Seaparc would be will to help the boys with a travel sponsorship/grant to aide in the cost of their travels this year!!! Thanks ahead of time to any consideration you may give these great boys!

Sincerely,

Sheryl Friesen
Team Manager

**SEAPARC
RECEIVED**

JUN 10 2014

June 3, 2014

Steve Knoke
SEAPARC Manager
SEAPARC Leisure Complex

Dear Mr. Knoke

The Sooke Minor Fastball PeeWee boys team will be representing Sooke in the BC Provincial Minor Fastball Championships in North Surrey July 11-13, 2014. If we are successful in placing first or second, we will continue on to represent Sooke in the Western Canadian Championships, Aug. 1-4, 2014 in Lloydminster, Alberta. Our team of 13 players, ages 12-14, is looking for support from organizations, businesses and individuals to help defray some of the costs of transportation.

As there are no other boys teams on the island, the team also travelled to the lower mainland for tournaments in May and June. Families cover much of the cost of travel, meals and accommodations for these events themselves. To that end, we are requesting financial assistance from SEAPARC.

This is a wonderful opportunity for the team to make our community proud. Thank you for your consideration of this request. Please let me know if you require any further information.

Yours truly,

VIA EMAIL

Neil Smith
Head Coach
Sooke PeeWee Boys Fastball Team
Phone: [REDACTED]
Email: [REDACTED]

June 17, 2014

SEAPARC
RECEIVED
JUN 17 2014

Steve Knoke
SEAPARC Manager
SEAPARC Leisure Complex
2168 Phillips Road
SOOKE BC V9Z 0Y3

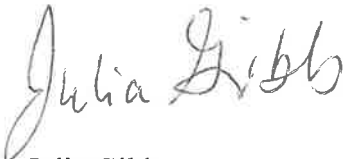
Dear Mr. Knoke,

Enclosed please find a picture and article from the Sooke Minor Fastball Association website, featuring the U14C Girls, coached by Dean and Lindsey Haldane. This team of girls, born in the years 2000 and 2001, had a very successful season, culminating in a win at the District Championships this past weekend. These District 1 Champions will now be traveling to Ridge Meadows to compete in the Provincial Championships taking place from July 4th – 6th, 2014.

It is my understanding that SEAPARC provides travel assistance grants to local, junior aged athletes traveling to Provincial competitions. I would like to ask you to consider our team for these funds. Please let me know if you require any additional information. I may be reached by e-mail at [REDACTED] or per telephone at (250) [REDACTED].

We are very grateful for your consideration.

Yours truly,



Julia Gibb
(Proud Parent of one of the U14C girls)