

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, September 10, 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), 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: Jim Perkins (Vice-Chair)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:35 pm.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF THE MINUTES OF July 2, 2014**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that the minutes of the July 2, 2014 meeting be adopted. **CARRIED**

**4. CHAIR’S REPORT**

The Chair expressed his pride in the recent accomplishments and improvements to the facility over the past few months and the positive feedback he’s received from the community. The Chair thanked staff for all their efforts.

**5. DIRECTOR’S REPORT**

**6. NEW BUSINESS**

**a) District of Sooke Borrowing By-Law for Construction of a Community Facility**

Director Milne provided an update on the proposed municipal election referendum question regarding construction of a community centre. Whereas the original question would have authorized the District to borrow funds for construction, a new referendum question will seek a non-binding mandate from voters for the District to continue working with area stakeholders, including SEAPARC, to develop a multi-use facility.

**7. UNFINISHED BUSINESS**

**8. STAFF REPORTS**

**a) Staff News**

Aquatic

A new inflatable tube and new rope swing have proved very popular.

On July 9, a 16 year old girl suffered an epileptic seizure in the pool during their swim lesson. Swim Instructor Bryce McMath quickly recognized the situation and the lifeguard staff team responded immediately with their first aid protocol. The Commission commends staff involved for their skill, team work and quick response to ensure the youth received the best care possible.

## Community Recreation

Trina Titus has been hired as the new ECE Preschool Instructor replacing Audri Mosher. Trina worked at SEAPARC in the same position between 2008-2010. Morgan Gubersky has been hired as the new Arena Team Leader.

Due to the rotating picket lines at Sooke schools, most SEAPARC summer day camps were relocated to alternate locations. Relocating the camps did limit the maximum number of registrations permitted per camp. A total of 73 children were waitlisted this year compared to 13 in 2013.

The Sooke Sk8 & BMX Jam, presented by Heritage Board Shop for youth 18 years and under, was held July 9 and was well attended with 28 participants.

## **ADMINISTRATION**

### Bike Park Update

The new Multi-Use Connector trail between Throup Road and SEAPARC is now open to the public and the bike pump track has re-opened. Phase 3 of the project will involve installation of signage and remediation of the existing dirt jump park. The project is within budget and a grand opening event will be held at a future date.

Members of the Juan de Fuca Trails Community Society met with the SEAPARC Manager and provided a design to address the extremely steep trail on the SEAPARC side of the ravine by constructing a graduated step system. It is hoped that volunteer work parties could be organized to work on the trail over the coming months.

### Digital Sign

The new digital road sign has been installed and it is expected that BC Hydro will have the sign connected by September 12.

A new LED sign has been installed in the Reception area to advertise facility admission rates, hours and programs.

### A20 Dehumidifier

The new A20 Dehumidifier is now fully operational and is effectively removing moisture from the arena area. Staff are calibrating the unit and have noted a few deficiencies that will require remediation once the seasonal demand on the unit is reduced.

### Vending Machines/Concession/ATM

Two snack vending machines purchased for the facility are now stocked and operational. A new coin operated coffee/hot chocolate machine from Aramark has proved popular. The Concession will reopen for the season on Sept. 6th (weekends only). A new ATM machine has been purchased and installed in the main lobby.

### Staff

Russ Hayes, Facility Maintenance Worker 1, retired at the end of August after eight years with SEAPARC. The Commission wish Russ all the best in his retirement and thank him for his hard work. Hiring is underway for his replacement.

A co-op student has been hired for a three month research assistant term position to assist with the development of a facility-wide emergency response procedures amongst other projects.

The SEAPARC Manager recognized the efforts of Recreation Program staff, working with limited space and staff availability, to provide high quality day camps and services to families during the school closures. Day camps offerings have been fully registered with wait lists.

The SEAPARC Manager recognized Nathan Stewart, Administrative Services Coordinator, for his instrumental role in the success of several recent projects. Mr. Stewart's actions had a major impact on initiatives including the successful inspection and certification of the A20 dehumidifier and addressing the arena plant cooling system installation errors. Mr. Stewart's role ensured the high quality of this year's ice. The Commission recognizes and thanks Mr. Stewart for his service to the facility and the community.

#### School Closure

In partnership with Rich Dappolonia, SEAPARC offered a hockey day camp during the first week of the teacher's strike with 16 children registered. If the strike persists and registration numbers warrant, the camp will be offered again.

#### Playing Fields & Partnerships

The SEAPARC Manager reported on a meeting with Harold Cull, School District 62 Secretary-Treasurer to discuss potential partnerships and facility access. Mr. Cull and the SEAPARC Manager have committed to work toward sharing access and partnering on initiatives.

#### Computer Replacement Cycle

The SEAPARC Manager reported on discussions held with David Hennigan, Senior Manager – Information & Technology & GIS regarding the CRD's computer replacement cycle. The 5 year cycle leads to lower preventative maintenance costs and reflects national pricing. Directors Hicks and Milne expressed concern regarding the annual IT support costs charged by the CRD.

#### Plan H – Healthy Kids Forum

A day long "Healthy Kids Forum", funded by the Healthy Communities Capacity Grant, will be held on October 21 at Pearkes Arena. The forum will be the first step in what will be an ongoing process to address emerging issues in child and youth health. Over 200 key individuals from a broad spectrum of agencies have been invited to attend the event.

#### Lighting

The SEAPARC Manager reported on difficulties being experienced with the aging arena lighting fixtures. The Manager will provide a report to the Commission on the cost of upgrading to a facility wide LED full spectrum system, including possible BC Hydro rebates, at a future meeting.

#### 2015 Budget

The 2015 Budget and Service Plan will be presented to the Commission at their October meeting.

#### Strategic Planning Session w/ Facilitator

The SEAPARC Manager outlined his desire to begin a strategic planning process with Commission in 2015. He noted that it is critical that priorities for the facility, and Sooke area recreation in general, be identified in consultation with all area stakeholders. Over the past few months, information gathering meetings have been held with sports associations, the Sooke Community Association and Sooke School District representatives.

*Commissioner Grove entered the meeting at 7:40 pm*

## **b) Staff Reports**

### **SEAPARC Code of Conduct**

The SEAPARC Manager recommended that a Facility Code of Conduct be adopted by the Commission. This Code of Conduct, to be posted throughout the facility will be instrumental in assisting our staff and patrons in dealing with difficult public behavior. The recommended wording is as follows:

#### ***SEAPARC Code of Conduct for All Persons***

- 1. I am responsible for and will control my actions at all times or I will leave the facility.*
- 2. I will treat all others and this facility with respect.*
- 3. I will interact in this facility in a safe and courteous manner.*

*Failure to comply with this code of conduct may result in your immediate expulsion from this facility and/or limitations on your ability to enjoy its use.*

**MOVED BY** Director Milne, **SECONDED BY** Commissioner Bishop that the Commission adopt the SEAPARC Code of Conduct as presented. **CARRIED**

### **Stan Jones Ball Field Re-alignment**

The SEAPARC Manager outlined Stan Jones ball field orientation issues including sun glare difficulties which obstruct player's vision in the evening and drainage problems during wet months. The estimated cost to reconfigure the ball field is expected to be approximately \$110,000. The Manager recommended that \$3,675 in Capital Reserve Funds be allocated to develop a design scope of work for field re-alignment and improvements.

Discussion points included:

- potential use of ball field for both slo-pitch and baseball
- project should be included in 5 year strategic plan discussions in 2015
- desire to bring baseball to Sooke and need for a dedicated field
- other uses for area including multipurpose box/basketball court and/or soccer mini-fields
- field currently under-utilized and revenue limited

Director Hicks noted his efforts to bring baseball to Sooke in spring 2015. He proposed using Stan Jones field for weekend games, with practices being held elsewhere, so as not to impede on the Slo-Pitch Association's schedule.

**MOVED BY** Director Milne, **SECONDED BY** Director Hicks that the Stan Jones Ball Field be made available for youth baseball in spring 2015.

**MOVED** by Director Hicks, **SECONDED** by Director Milne to amend the main motion to ensure that no charge is applied for youth baseball use of Stan Jones field (as per previous Commission direction) for the period of one season.

The question was called on the main motion as amended and it was **CARRIED**

## **9. ROUNDTABLE**

## **10 ADJOURNMENT**

The regular meeting adjourned 8:15 p.m.