

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, October 1, 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, J. Perkins (Vice Chair), W. Milne (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: 0  
Public: 6  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:33 pm.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF THE MINUTES OF September 10, 2014**

**MOVED** by Director Milne, **SECONDED** by Commissioner Perkins that the minutes of the September 10, 2014 meeting be adopted. **CARRIED**

**4. DELEGATION**

Anne Boquist and a delegation including Susan Bennett, Diane Kent, Linda Fisk, Pat Phillips and Jan Todd requested that SEAPARC consider lowering the facility's age category for seniors from 65 to 60 or 55 in keeping with other island recreational facilities. Ms. Boquist suggested that by encouraging seniors to lead healthier lifestyles, health care costs would subsequently be reduced and the number of patrons using the facility would increase.

Commission discussion points included:

- Fee reductions need to be justified by an increase in the number of visits or the subsidy will need to be increased
- A new Lifestyle Pass is now available for \$365 per year
- LIFE passes (Leisure Involvement for Everyone) are available to lower income residents
- Fees and Charges are set in May for 12 months beginning September 1

The Commission suggested that the delegation return to the May or June, 2015 SEAPARC meeting, when the annual Fees and Charges are to be reviewed, and present a detailed submission to support their request as well as suggestions for what more SEAPARC can do to promote senior usage of the facility.

**5. CORRESPONDENCE**

a) Conchita Maekawa re: Training Assistance Request

The September 25, 2014 request for assistance to aid Leonardo and Pilar Maekawa in their training as ice dancers was reviewed. Leonardo and Pilar are training towards the goal of competing in the 2015 Senior World Championships in China. Ms. Maekawa asked the

Commission to consider any assistance possible given that Leonardo and Pilar serve as role models and ambassadors for the community of Sooke. The SEAPARC Manager noted the Commission's April 4, 2012 decision to offer two hours of ice time per week to the Maekawas for training, if and when ice was available, and that 23 hours of ice was donated in 2013/14.

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that staff continue to offer two hours of complimentary ice time per week, if and when available, to Leo and Pilar Maekawa for training purposes during the 2014/15 ice season..

**CARRIED**

Commission comment suggested that the Maekawas consider offering a ½ hour skating exhibition for Sooke children involved in lessons and the skating club.

## 6. CHAIR'S REPORT

The Chair reported on his proposal, endorsed by the CRD Electoral Area Services Committee at their September 14, 2014 meeting, that the CRD Board authorize a contribution of \$300,000 from the Juan de Fuca Electoral Area's portion of the CRD's Federal Gas Tax Community Works Fund (CWF) toward the development of an artificial turf playing field in Sooke. Additional funding contributions from the District of Sooke and/or other agencies will be required to fund the project by the end of 2018 or CWF fund offer will be withdrawn.

## 7. DIRECTOR'S REPORT

Director Milne reported that a citizen's committee is being formed to continue working toward the development of a community centre and to promote the November referendum question. The SEAPARC Manager will serve on that committee.

## 8. NEW BUSINESS

## 9. UNFINISHED BUSINESS

## 10. STAFF REPORTS

### a) Staff News

#### Programs

The annual "Taste of SEAPARC" event was held during the first week in September with over 130 people trying out a variety of aquatic, fitness and recreation programs for free.

#### Aquatics

352 children are currently registered in swimming lessons.

#### Community Recreation

During the three week teacher's strike (Sept. 2-19), SEAPARC offered School's Out Camps. The camps were fully registered each day (12 children) with approximately 10 children waitlisted each day. Additional drop-in activities were also offered. The school closures did impact some of our regular fall recreation programs which either had to be postponed or relocated.

## ADMINISTRATION

### Staffing

Don Derksen has been hired as a Facility Maintenance Worker 1. Don has recently moved to Sooke from Vernon and has several years' experience as a facility maintenance worker.

The SEAPARC Manager introduced Jake Morris. Jake is a co-op student from Camosun College's business program who will be with us for a three month term working on facility wide emergency procedures as well as several grant applications.

Preventative Maintenance

The SEAPARC Manager is examining the possible implementation of the CRD's SAP preventative maintenance program which could be utilized to increase efficiency in facility equipment inspections and repairs.

LED Lighting Upgrade

The SEAPARC Manager is working with CRD Engineering to contract a lighting consultant to develop a Scope of Work, verify grants and return on investment if the facility's lighting were to be converted to LED full spectrum.

**b) 2015 Budget & Service Plan**

The SEAPARC Manager provided an overview of the 2015 operating budget including:

**401 (Facilities & Recreation)**

Capital Reserve	\$	370,000
Equipment Replacement Fund	\$	138,000

**403 (Swimming Pool)**

Capital Reserve	\$	310,000
Equipment Replacement Fund	\$	55,000

Reserve Account: \$25,000 to be used for planning purposes

Debt Payments:

2015	\$65,580
2016	nil

(All retired debt amounts are budgeted to be transferred into Capital Reserve)

2015 Percentage Increase: 1.97%

\*2015 Total Capital Expenditure: \$ 948,430

*\*Includes potential grants receivable funds of up to \$517,000 for child care expansion and LED lighting upgrades*

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that the Commission approve the 2015 Budget as presented. **CARRIED**

**11. ROUNDTABLE**

**12 ADJOURNMENT**

The regular meeting adjourned 8:15 p.m.

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Mike Hicks, Chair

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Lynn MacDonald, Recorder