



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

MAILING ADDRESS:

PO Box 421  
Sooke, BC  
V9Z 1H4

TELEPHONE:

(250) 642-8000

FAX:

(250) 642-4710

EMAIL:

[seaparc@crd.bc.ca](mailto:seaparc@crd.bc.ca)

WEBSITE:

[www.seaparc.ca](http://www.seaparc.ca)

**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, SEAPARC Boardroom  
Wednesday, April 1, 2015 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of March 4, 2015
4. Chair's Report
5. Directors' Report
6. Staff Reports
  - a) Staff News
7. Public Question Period
8. Round Table
9. Strategic Planning Session - David Hewko
10. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, March 4, 2015  
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), D. Bishop, P. Grove, J. Perkins,  
M. Tait (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: B. Berger (Vice Chair)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:31 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Tait, **SECONDED** by Commissioner Grove that the agenda be adopted as presented.

**CARRIED**

**3. APPROVAL OF THE MINUTES OF February 4, 2015**

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the minutes of the February 4, 2015 meeting be adopted.

**CARRIED**

**4. CHAIR'S REPORT**

**5. DIRECTORS' REPORT**

Director Tait reported on District of Sooke's plans to construct a new connector trail from the Galloping Goose Trail to Sooke Road utilizing a BikeBC grant from the Ministry of Transportation as well as an agreement with the Sooke Horseshoe Pitching Association to use a portion of Sooke River Park as a horseshoe pitch.

**6. CORRESPONDENCE**

a) Navy League of Canada – Sooke Branch

A donation request to cover annual trophy sponsorship costs for the "Athletic" and "Seamanship" awards was reviewed. Mayor Tait to present awards on behalf of SEAPARC at the Annual Ceremonial Review on June 7, 2015.

**MOVED** by Commissioner Perkins, **SECONDED** by Director Tait that sponsorship donation be made to the Navy League of Canada – Sooke Branch in the amount of \$80 (\$40 per award).

**CARRIED**

b) Pilar & Leonardo Maekawa

Letter of thank you from the Maekawas for SEAPARC's support of their figure skating career over the years as they now transition away from competitive skating.

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Grove that the correspondence be received and filed.

**CARRIED**

## 7. NEW BUSINESS

## 8. UNFINISHED BUSINESS

## 9. STAFF REPORTS

### a) Staff News

#### Programs:

Work is underway on the third and final phase of the Sooke Bike Park project with the bike jumps being reconfigured by Kyle Michell of Michell Excavating. A Grand Opening event is planned for March 28 from noon-2pm.

Family Day was celebrated with a free swim and public skate. Over 550 patrons attended. SEAPARC received a \$1,000 grant from the Province of BC to support this event.

Grade 2 swimming lessons sponsored by the Lions Club of Sooke are underway.

Free community walks with volunteer leader Laura Smith continue to be a very popular program with 58 registrants.

#### Staffing:

Kendall Parkinson and Marina Bridal have been hired as Lifeguards.

#### Administration:

##### Strategic Planning Update

David Hewko has been contracted to lead the SEAPARC strategic planning process. Mr. Hewko is a Victoria based consultant specializing in recreation programming and sport master planning with over 27 years' experience.

##### SD 62 Joint Use Agreement & Community School Discussions

The SEAPARC Manager and Program Services Manager met with Harold Cull, School District 62 Secretary Treasurer and Edward Milne Community School Society staff to discuss development of a new Joint Use Agreement. The SEAPARC Manager has expressed an interest in working with the Community School to facilitate programs and activities for the region.

##### Annual Pool Shutdown

The annual pool shutdown is scheduled for Jun 7-27, 2015 with planned projects including:

- LED lighting upgrade utilizing BC Hydro incentive
- Sauna renovation
- Aquatic Supervisor office window installation
- Change room shower renovation

##### Strategic Priorities Fund Grant Application

Information is currently being gathered for the Strategic Priorities Fund Grant Application re: all-weather turf playing field for Fred Milne Park. Application deadline is April 15, 2015.

##### Bus

A Request for Quotes for a bus replacement resulted in quotes for new vehicles that exceeded the current budget. Staff will continue to explore options including leasing and/or purchase of used vehicle.

**MOVED** by Director Tait, **SECONDED** by Commissioner Grove that the Staff News be received.  
**CARRIED**

**b) Staff Report – Ice Resurfacers Purchase**

A Request for Proposal for the purchase of a new ice resurfacer to replace the current 15 year old propane powered Zamboni was issued in February, 2015. The SEAPARC Manager outlined the process used to determine the recommended manufacturer and power plant type. The Olympia machine was excluded from consideration given that its width and dumping height exceeds the size of the SEAPARC bay.

Quotes received from the Zamboni distributor Crocker Equipment Co. Ltd.:

- Propane Powered            Zamboni Model 526            \$119,800 (8 week delivery)
- Electric Powered            Zamboni Model 552            \$187,300 (32 week delivery)

A detailed pay-back analysis determined that the additional initial capital cost of the electric machine is not off-set by fuel savings over the life of the unit and reference checks on the units reveal battery concerns/issues. The SEAPARC Manager noted that staff have extensive knowledge operating and maintaining the current propane powered Zamboni and the risk associated with moving to an electric unit at this time does not equate into a strong savings or a large environmental impact.

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Perkins that staff access \$119,800 in Capital Reserve Funds to purchase a propane powered Zamboni 526 for the SEAPARC arena.

**CARRIED**

**10. PUBLIC QUESTION PERIOD**

**11. ROUND TABLE**

**12. ADJOURNMENT**

The regular meeting adjourned at 8:02 pm

---

Mike Hicks, Chair

---

Lynn MacDonald, Recorder

# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF APRIL 1, 2015**

---

**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAM SERVICES**

Events

A verbal update will be provided regarding the Bike Park Grand Opening scheduled for March 28, 2015.

Aquatic

Fun swims were held every day throughout spring break. A Lifesaving Camp was held as well, in which participants became certified in Bronze Cross, Bronze Medallion and CPR. One candidate participated through the greater Victoria advanced aquatic assistance scholarship.

There are 171 grade 2 students currently taking part in the Red Cross swim lessons, sponsored by the Lions Club.

Arena

The final Coast Capital Free Skate was held March 10<sup>th</sup>, with over 50 people in attendance. The last public skate was held March 22, with approximately 20 people participating.

The ice is now out for the season, and preparation for the dry floor season has begun.

Fitness

Registered fitness classes continue to show a growth in participation, most recently with the Easy Fit program which is full with a waitlist. This program supports those with limited mobility and/or returning from an injury or surgery to participate in a modified fitness program.

Recreation Programs

Spring Break Camps, held March 9-13 & 16-20, were full each day with 12 participants. The camps included a variety of activities within Sooke and the surrounding area including canoeing at Camp Barnard, French Beach, China Beach, and East Sooke Park.

SEAPARC assisted a local parent, Debbie Holmes, to host free youth activities during spring break including a card game night, and a Skate Jam on Sat March 7, which had 42 competitors and over 200 spectators throughout the day.

SEAPARC is creating a pilot program which will be implemented this summer called "Play in the Parks". This program will be free to attend, and will take place Monday to Thursday through July and August. The goal of this program is to engage children who might not be able to afford traditional summer program options in recreation and physical activities in their community, in a safe, positive and active

environment. Currently, we are seeking community sponsorship to support the program to ensure its success and minimize costs. This program uniquely ties into the Healthy Kids R Us movement by removing financial barriers to participation and connecting with children in the outdoors and in their community. The program will utilize different parks throughout the community each day.

After much research and consideration, staff determined that at this time it is not feasible to pursue the BC Childcare Major Capital Funding grant to expand the preschool space. This is due to the time constraints and scope of project compared to what the grant allows for in the funding criteria. Once the Commission and SEAPARC staff completes the strategic planning process, we will be in a better position to address any potential future facility plans to ensure they align with SEAPARC's overall vision.

SEAPARC has offered a variety of youth programming options over the years. Previously, SEAPARC hosted a Saturday night youth drop-in program at the community hall, which was cancelled due to lack of participation and space constraints. This summer, instead of offering the youth drop in program, SEAPARC will introduce a summer auxiliary Skate Park Host/Leader position. The Skate Park Host will help create a safe, fun place for people of all ages to enjoy the Skate Park. This position will connect and engage with youth by facilitating skill development, acting as a mentor to the youth and a liaison between the public and SEAPARC, in addition to providing some general supervision of park use. This is a positive step towards connecting with youth who might not normally access SEAPARC programs. The budget allocated to teen program wages will support this position.

## **ADMINISTRATION**

### Ice Allocation Meeting

Commission policy states that requests for ice for the fall/winter season shall be submitted no later than April 15 for the upcoming season and that an ice allocation meeting be held between all interested arena users on or before May 15. An ice allocation meeting for 2015/16 has been scheduled for Tuesday, May 12 at 7pm. Staff requests Commission representation on the ad hoc Ice Allocation Committee. Ice appeals shall be received in writing no later than June 15. Final ice schedule will be presented to the Commission for approval.

### 2016 Spring Break – Ice Schedule

2015 was the first year in which School District 62 implemented a two week Spring Break. A determination is yet to be made whether a one or two week break will be scheduled in 2016. Due to limited ice use during the second week of break this year (29.5 hours), staff would recommend the last day of ice offerings next year be Sunday, March 20, 2016. Dry floor would be ready for Easter Extravaganza the following weekend and Sooke Minor Hockey would be able to schedule a tournament the weekend of March 18-20.



---

Colleen Heglund  
Program Services Manager



---

Steve Knack  
SEAPARC Manager