



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
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AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

General Meeting, SEAPARC Boardroom
Wednesday, January 7, 2015 at 6:30 p.m.

1. Call to Order
2. Election of Chair/Vice Chair
3. Adoption of Agenda
4. Approval of the Minutes of November 5, 2014
5. Delegation:
 - a) Sooke Fine Arts Society - Catherine Keogan, Executive Director
Danny Huszar, Treasurer
6. Chair's Report
7. Directors' Report
8. New Business
 - a) Commission Orientation
9. Unfinished Business
10. Staff Reports
 - a) Staff News
 - b) Staff Report: Strategic Planning
11. Public Question Period
12. Round Table
13. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, November 5, 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), 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: 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 October 1, 2014

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the minutes of the October 1, 2014 meeting be adopted. **CARRIED**

4. CHAIR'S REPORT

The Chair presented Director Milne with a gift in recognition of his three years on the Commission. The Chair thanked Director Milne for his service to the community and wished him well in his retirement.

The Chair noted that the December, 2014 regular meeting has been cancelled. The first meeting of 2015 is scheduled for January 7.

5. DIRECTOR'S REPORT

6. NEW BUSINESS

a) Healthy Kids Presentation

The SEAPARC Manager shared highlights from a presentation entitled "The 2014 Active Healthy Kids Canada Report Card" which provides an assessment Canadian child and youth physical activity in comparison with 14 other countries. Canada's overall grade was a D- with the highest grades scored in organized sports (C+), community & built environment (B+) and schools (C+) with lowest grades in active transportation (D), overall physical activity (D-) and sedentary behaviours (F). The Manager suggested that this report be referenced in any future planning for SEAPARC.

7. STAFF REPORTS

a) Staff News

The Program Services Manager reported on increased attendance in weekday adult fitness offerings with many classes reaching or exceeding the Multipurpose Room capacity.

The 2nd Annual Thanksgiving Skate was well attended with donations of food and cash (\$45.20) collected for the Sooke Food Bank.

b) Emergency Procedures Project Update

The SEAPARC Manager reported on the Emergency Procedures project being led by Jake Morris, Camosun College co-op student during his three month term of employment. Jake is working with staff to review current procedures and compile a facility wide emergency procedure. Drills will be held over an eight week period covering a variety of emergencies (ie. lockdown, earthquake, gas leak, etc.)

8. ROUNDTABLE

Commissioner Berger noted the excellent service provided by pool staff during a recent incident when a patron was struck by a puck while sitting in the arena bleachers.

General discussion on topics to be addressed by the Commission in 2015 including developing a long range strategic plan for the facility and formulating four year financial and service plans.

9. ADJOURNMENT

The regular meeting adjourned 7:35 p.m.

Mike Hicks, Chair

Lynn MacDonald, Recorder

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**



Sooke & Electoral Area Parks and Recreation Commission
2168 Phillips Road
PO Box 421
Sooke, BC V9Z 1H4

To the esteemed members of the SEAPARC Commission,

The Sooke Fine Arts Society has enjoyed a strong partnership with SEAPARC since it revived the Sooke Fine Arts Show in 2007. The accommodating facilities, supportive staff, central location and indeed the transformation of the arena itself have all played a pivotal role in making this community event such a tremendous success the past eight years.

In 2011, the Society requested an adjustment in the rental contract to fix the annual arena rental fee increases at 2% plus incrementals, which the commission generously granted. Given the agreement will lapse in 2016 - which, coincidentally, marks our 30th anniversary - we are looking to the future in hopes we may extend our tenancy at SEAPARC in a financially sustainable manner beyond that time.

As a registered charity the Society has worked hard to diversify revenues to weather difficult economic times and a changing sector, and we have pared costs wherever possible while maintaining the very high standards the show is known for. Nevertheless we depend a great deal on community support - from government grants to business sponsorships, private donations and the hard work of 300 volunteers - to generate sufficient revenues to cover those expenses. A significant change in our rental costs could well jeopardize the future of the show.

As such the Society would like to present the commission with an overview of our Society's programs, community impact and financial position at the January 7 meeting, in the hopes of securing the home of the Sooke Fine Arts Show beyond 2016.

I look forward to the opportunity to discuss this with you in greater detail, and to continuing this mutually beneficial relationship for many years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine Keogan".

Catherine Keogan
Executive Director

NEW BUSINESS

Commission Orientation

STAFF REPORTS



STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 7, 2015

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

ADMINISTRATION

United Way & Festival of Trees

Elizabeth Olsen and Lynn MacDonald co-chaired SEAPARC's contribution to the 2015 CRD United Way Campaign. Several events were held over two weeks with \$575 raised. Elizabeth Olsen also served as the Festival of Trees event organizer with funds going to support BC Children's Hospital (event ongoing). Thank you to our patrons and staff for their donations to these two worthy campaigns

EMCS Grad

EMCS will not be holding their graduation ceremonies at SEAPARC in 2015.

Pro-Shop

SEAPARC is developing a pro-shop area at the main Reception desk. We are looking for ideas and support for products and displays.

Trail Building

In December, members of the Juan de Fuca Community Trails Society along with SEAPARC and Wittich Environmental Services staff, installed 44 wood frame/dirt filled steps, along with an improved drainage system, on the SEAPARC side of the ravine trail running from the SEAPARC parking lot to the end of Throup Road. These steps will provide improved pedestrian access to local schools and the SEAPARC Leisure Complex.

Wittich Environmental Services donated much needed excavating equipment to make this project happen. The Juan de Fuca Community Trails Society provided trail building expertise and volunteers that made the project a success. SEAPARC would like to acknowledge and thank all the volunteers for their hard work and dedication to this project.

Bike Park

A grand opening of the Bike Park will be held during the last week of February utilizing a \$2,500 grant awarded to SEAPARC by the CRD Active Transportation Special Event Funding Program. The event will showcase our new trail and pump track. The goal will be to educate the public on the park and promote cycling as a means of transportation. SEAPARC will be working with the Bike Park Steering Committee to set up the event and will be seeking volunteer assistance in making this event happen.

Phase 3 of the project, involving reconfiguration of the existing Dirt Jump portion of the park, is currently in the planning stage with completion estimated by the end of March, 2015.

Signage

SEAPARC "Code of Conduct" and "We Share the Air" (ie. no perfume/scents) signs have been installed throughout the facility. Bike Park signage is currently being installed.

LED Light Upgrade

A lighting retrofit study has been completed. The next step will be to release a Request for Quotes on the installation of the lights. These quotes, including with the study and return on investment report, will be presented to the Commission for approval at a future meeting.

Ice Resurfacer Replacement

SEAPARC will be issuing a Request for Proposal for the planned Zamboni replacement in 2015.

UBCM Grant

The Union of BC Municipalities is currently accepting applications for the Federal Gas Tax Fund Strategic Priorities Fund Program (see chart below). Deadline for applications is April 15, 2015.

Quick Facts

Strategic Priorities Fund	
Program Purpose	Provides funding for strategic investments that are large in scale, regional in impact or innovative.
Eligible Applicants	All local governments outside the Greater Vancouver Regional District.
Eligible Projects: Capital Infrastructure Projects Stream	Public Transit; Local Roads and Bridges; Community Energy Systems; Drinking Water; Solid Waste; Wastewater; Highways and Major Roads; Local and Regional Airports; Short--Line Rail; Short--Sea Shipping; Broadband Connectivity; Brownfield Redevelopment; Disaster Mitigation; and Cultural, Tourism, Sport and Recreation Infrastructure.
Eligible Projects: Capacity Building Stream	Capacity Building including Asset Management, Long--Term Infrastructure Planning, and ICSP.
Application Limit	Two (2) capital infrastructure projects stream applications One (1) capacity building stream application.
Available Funding	Up to 100% of net eligible costs of approved projects.



Steve Knoke
SEAPARC Manager



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 7, 2015**

SUBJECT: SEAPARC Strategic Planning

PURPOSE/ISSUE:

To secure a consultant/facilitator to lead a strategic planning process for the future development of recreational pursuits and infrastructure for the residents of the District of Sooke and Juan de Fuca Electoral Area.

BACKGROUND:

Primary Objectives SEAPARC Strategic Plan:

1. Clarify SEAPARC's goals to serve as a basis for future decision making
2. Positively position the organization to meet current and future trends and challenges and plan for future community programming/sports/leisure offerings.
3. Develop a business plan for future capital projects (cost/benefits)
4. Prepare long range infrastructure maintenance management plans for aging facilities
5. Promote organizational identity and community pride.

The desired outcome of this Strategic Planning process is a shared vision that translates to operational reality.

ALTERNATIVES:

That the Commission:

1. Initiate a SEAPARC Strategic Planning process and secure a consultant/ facilitator to lead the planning process.
2. Not engage in a SEAPARC Strategic Plan process.

IMPLICATIONS:

1. A strategic planning process will provide a community based vision for recreational pursuits and infrastructure for residents of Sooke and Juan de Fuca electoral area.
 - The plan will serve as the Commission's framework for making decisions in establishing policy, services, programs, land acquisition, facilities, partnerships and addressing issues over a five year period.
 - Social, environmental and growth management implications will all be addressed and enhanced.
 - A review of current services and programs with the goal of identifying core services and associated rationale.
 - SEAPARC Strategic Plan will cost approximately \$25,000 in consulting services, plus considerable staff time.

- Discussions involving key staff and the Commission will be required in reviewing and refining the goals, objectives, mission statements and key result areas or strategic initiatives of the draft report.
- The Commission will be provided examples of best practices and measurement benchmarks in the delivery and provision of recreation and leisure services, together with business plan models that could be adopted and integrated into these services.

Deliverable(s):

- Phase 1 - Background research (demographics, review of OCP, historical documents including plans, studies, surveys, review of trends and implications, SWOT, key result areas, staff discussions)
 - Phase 2 - Visioning (workshop with commission and key community leaders)
 - Phase 3 - Community engagement (access existing community recreation survey 2013)
 - Phase 4 - Reporting
2. This strategic planning process will impact SEAPARC's budget and service plan development.
 3. Should the Commission decide not to engage in a strategic planning process, the future growth of recreational infrastructure will continue to be delivered in a fragmented manner.

CONCLUSIONS:

A strategic planning process will provide a vision for recreational pursuits and infrastructure for residents of Sooke and Juan de Fuca electoral area.

SEAPARC is currently in a positive position to look forward and start planning for the future.

RECOMMENDATION:

That the Commission:

1. Initiate a SEAPARC Strategic Planning process; secure a consultant/facilitator to lead the planning process; and approve access to \$25,000 in Reserve Funds allocated by the Commission in February, 2012 for planning purposes.
2. Not engage in a SEAPARC Strategic Plan process at this time.



Steve Knoke
SEAPARC Manager