

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, February 4, 2015  
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 (Vice Chair), P. Grove, J. Perkins  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary  
Absent: D. Bishop, M. Tait (Sooke Director)  
Public: 2  
Press: 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

The Chair requested that the agenda be amended as follows:

- Item 8 b) Staff Report: Strategic Priorities Fund Grant Application (Turf Field) be moved to follow Item 5. Directors' Report; and
- The following items be added under New Business:
  - b) Correspondence – Sooke Minor Hockey Association
  - c) 2014 Budget Surplus be added under New Business

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the agenda be adopted as amended. **CARRIED**

**3. APPROVAL OF THE MINUTES OF January 7, 2015**

**MOVED** by Commissioner Perkins **SECONDED** by Commissioner Berger that the minutes of the January 7, 2015 meeting be adopted. **CARRIED**

**4. CHAIR'S REPORT**

**5. DIRECTORS' REPORT**

**6. STAFF REPORTS**

a) Strategic Priorities Fund Grant Application

In response to the Commission's request for the SEAPARC Manager to report on the feasibility of submitting an application to the UBCM Federal Gas Tax Fund - Strategic Priorities Fund, the Manager proposed that an application be focused on development of an artificial turf playing field in the District of Sooke.

The Manager noted that in order for the Capital Regional District Board to support an application, the project must be considered "regional in impact". Field closures are recognized as a major stumbling block for all user groups requesting field access in Sooke. In 2014, local user groups including Sooke Soccer Club, Sooke Seahawks Football, Sooke Slo-Pitch and School District 62 met with the SEAPARC Manager and collectively voiced support for the development of an artificial turf playing field. An all-weather, artificial turf field would favourably impact not only the residents of Sooke but sports associations across southern Vancouver Island. The facility would be a regional hub of recreation and sport activity and an economic driver hosting both tournaments and provincial level competitions. The grant provides 100% funding. Estimated project cost: \$1.2 million.

Discussion points included:

- Ownership/management/maintenance of facility and SEAPARC's role
- Proposed locations – Fred Milne Park or Edward Milne Community School  
(note: grant may not permit funds to be used on property owned by the Province of BC)

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the Commission:

1. Direct staff to propose that a Strategic Priorities Fund application for \$1.2 million to assist with the costs of installing an artificial turf playing field in the District of Sooke, be among the grant applications considered by the CRD Board of Directors; and
2. That, if approved by the CRD Board, SEAPARC staff will proceed with the grant application itself and submit the application by the deadline date of April 15, 2015.

**CARRIED**

## 7. NEW BUSINESS

a) Minutes of June 2, 2014 – Revision

An amendment to the Minutes of the June 4, 2014 SEAPARC meeting is required to include the request for and approval of additional funds required to complete the Desiccant Dehumidifier installation. The following text should have been included in the Minutes (italics):

*The SEAPARC Manager noted that the original project budget of \$106,160 was based on an estimate provided by the refrigeration contractor. Design enhancements and firm pricing subsequently received has resulted in higher than anticipated installation costs. The Manager provided a document entitled "Arena Dehumidification Project – Update May 30" with updated quotes on gas connection, concrete work, DDC controls and contingency.*

**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 and that an additional \$18,440 in Capital Reserve Funds be accessed to complete the installation of the A20.

**CARRIED**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the previously adopted minutes of the June 4, 2014 SEAPARC meeting be amended as presented.

**CARRIED**

b) Correspondence – Sooke Minor Hockey

The Commission considered a request from Sooke Minor Hockey Association President Darren Fogarty that the 1.5 hour ice rental charge for the Coaches Game held January 31, 2015 be waived. The request was made in recognition that funds raised at the game will go to assist the MacDonnell family with the expenses involved in the cancer treatment of former SEAPARC employee and SMHA member Quinton MacDonnell.

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Berger that the 1.5 hour ice rental fee for Sooke Minor Hockey's 2015 Coaches Game be waived with the understanding that Sooke Minor Hockey donate funds equal to the rental charge to the family of Quinton MacDonnell.

**CARRIED**

c) 2014 Budget Surplus

The SEAPARC Manager outlined the estimated 2014 Operating budget surplus of \$142,500. Major variances contributing to the surplus include:

• Membership Revenue	\$ 28,000
• Programs Revenue	36,100
• CCOF Funding	6,000
• Concession Net Profit	17,400
• Wages & Benefits	42,000
• Utilities	- 7,000
• Facility Maintenance	- 24,000
• Operating Accounts	20,000
• Contingency Funds	24,000

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Grove that the SEAPARC 2014 budget surplus be transferred to the Capital Reserve Fund.

**CARRIED**

The SEAPARC Manager reported that funds invested in 2000 by the Municipal Finance Authority in a Debt Reserve Fund are to be returned to the CRD with the retirement of the pool debt. \$42,000 (1% of the pool facility loan of \$4.2 million) was initially invested in 2000. \$101,723.14 will be transferred to the SEAPARC Capital Reserve Fund.

**8. UNFINISHED BUSINESS**

**9. a) STAFF NEWS**

**Programs:**

- The 2014 Festival of Trees held at SEAPARC raised \$1,655 for the BC Children's Hospital. Christmas holiday events were very well attended.
- 163 grade three students participated in three sessions of the Lifesaving Society's Swim to Survive Program in January.
- Registration in winter session skate lessons is up 30% compared to the fall session.
- SEAPARC hosted a KOOL FM Fitness Class on January 10. \$140 was raised for the food bank along with food donations by the 35 attendees.
- The BC Government Childcare Major Capital Funding Program Grant is now available and staff will be drafting an application for preschool facility expansion by the March 20, 2015 deadline.
- An anonymous donor paid for the registration fees for five low income participants to participate in Nia Dance Fusion
- In response to a Commission query from the January 7, 2015 meeting, the Program Services Manager reported on the number of Leisure Involvement for Everyone (LIFE) applications received over the past three years:
  - 2012 - 365
  - 2013 - 384
  - 2014 - 456

**Staffing:**

- Emmah Langer has been hired as an auxiliary Skate Instructor.

## **Administration:**

### Sooke Bike Park Project Phase 3

Michell Excavating has been awarded the contract to complete the dirt jump rebuild portion (Phase 3) of the Sooke Bike Park project. Work will begin February 16 (weather permitting) and is scheduled to be completed by March 15, 2015.

### Bike Park Grand Opening Event

The Bike Park Grand Opening is scheduled for March 27 and 28, 2015. Journey Middle School has been contacted and it is expected that Journey students will be participating on March 27. The Bike Park Steering Committee will be planning and leading the event funded by the Active Transportation Special Event Funding Grant.

### Strategic Planning Update

Several firms replied to the Call for Credentials for the SEAPARC Strategic Planning process. A Request for Quotes has now been issued to the top three companies.

### VIAHA "Spectator Free Weekend"

The SEAPARC Manager discussed the VIAHA Memo regarding spectator behavior at minor hockey games with Sooke Minor Hockey Association President Darren Fogarty. Mr. Fogarty indicated that this type of behavior is not a major problem in Sooke and referenced SMHA's website where they have taken a very proactive approach to managing difficult behavior from both parents and players. The Manager noted that VIAHA does not have the authority to stop the public from accessing our arena stands. Referees do have the authority to stop hockey games.

### Ice Resurfacers

The Ice Resurfacers Tender closes February 17, 2015.

### Annual Pool Shutdown Dates

This year's annual pool shutdown will occur June 7-27, 2015.

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

## **10. PUBLIC QUESTION PERIOD**

## **11. ROUND TABLE**

## **12. ADJOURNMENT**

The regular meeting adjourned at 7:54 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder