



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, SEAPARC Boardroom  
Wednesday, February 4, 2015 at 6:30 p.m.

Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of January 7, 2015
4. Chair's Report
5. Directors' Report
6. New Business
  - a) Minutes of June 2, 2014 - Revision
7. Unfinished Business
8. Staff Reports
  - a) Staff News
  - b) Staff Report: Strategic Priorities Fund Grant Application (Turf Field)
9. Public Question Period
10. Round Table
11. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, January 7, 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, P. Grove (via Skype),  
J. Perkins (Vice Chair), M. Tait (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: D. Bishop  
Public: 2  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:34 pm.

**2. ELECTION OF CHAIR/VICE CHAIR**

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2015 and Commissioner Berger's and Director Hicks' names were put forward. The SEAPARC Manager called for nominations a second time and then asked if the nominees accepted their nominations. Commissioner Berger withdrew her nomination. The Manager called for further nominations a third time and, as there were none, Director Hicks was declared Chair.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Parks and Recreation Commission for 2015 and Commissioner Berger's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Berger was declared Vice Chair.

**3. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger, **SECONDED** by Director Tait that the agenda be approved as presented. **CARRIED**

**4. APPROVAL OF THE MINUTES OF November 5, 2014**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of the November 5, 2014 meeting be adopted. **CARRIED**

**5. DELEGATION**

Catherine Keogan, Executive Director of Sooke Fine Arts Society presented an overview of the Society's programs, community impact and financial position. The Society's current arena rental agreement for the annual Sooke Fine Arts Show will conclude with the 2016 show and the Society is desirous of confirming a long term rental agreement with SEAPARC for the future.

Chair Hicks assured Ms Keogan and Danny Huszar, Treasurer, that the Commission will work with the Society toward formalizing a new rental agreement before the end of 2015.

*The electronic connection with Commissioner Grove failed at 7:10pm.*

**6. CHAIR'S REPORT**

The Chair welcomed Director Tait to the Commission and thanked staff for their efforts and accomplishments in 2014

## 7. DIRECTORS' REPORT

## 8. NEW BUSINESS

### a) Commission Orientation

The SEAPARC Manager and Program Services Manager presented a commission orientation including an overview of the Commission's roles and responsibilities, SEAPARC programs & services and financial standing, the philosophy and benefits of recreation plus a year-end review and look ahead to 2015.

*Director Hicks left the room at 7:15pm and returned at 7:28pm.*

## 9. UNFINISHED BUSINESS

## 10. STAFF REPORTS

### a) Staff News

#### Bike Park

A Bike Park grand opening event is being planned for the last week of February utilizing a \$2,500 grant from the CRD Active Transportation Special Event Funding Program. The goal of the event will be to showcase the new trail and pump track and promote cycling as a means of transportation. Phase 3 of the Bike Park project, involving reconfiguration of the existing Dirt Jumps is in the planning stage with completion estimated by the end of March, 2015.

#### 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.

#### LED Lighting 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 the retrofit study and return on investment report, will be presented to the Commission for consideration at a future meeting.

#### Ice Resurfacer Replacement

The SEAPARC Manager outlined the need to expedite the purchase of a new arena ice resurfacer given current market demand and ongoing issues with SEAPARC's current resurfacer. The 2015 Capital Plan, approved by the Commission on October 1 2014, allocates \$100,000 towards the purchase.

**MOVED** by Director Hicks, **SECONDED** by Director Tait, that the Commission direct staff to proceed immediately with the issuance of a Request for Proposal for the purchase of a new ice resurfacer.

**CARRIED**

### UBCM Grant

The SEAPARC Manager outlined the Federal Gas Tax Fund Strategic Priorities Fund Program grant opportunity being offered by the Union of BC Municipalities (application deadline April 15, 2015). Local governments can submit up to two capital infrastructure project applications. Discussion followed with the Commission identifying three possible proposals including a gym expansion, lacrosse box construction or turf field installation. The SEAPARC Manager was directed to discuss the grant opportunity with the General Manager, Parks and Environmental Services and report back to the Commission on the feasibility of an application.

#### b) Staff Report: Strategic Planning

The SEAPARC Manager outlined a strategic planning process to be initiated in 2015 that would provide a vision for future SEAPARC recreational offerings and infrastructure planning. The Manager noted that \$25,000 was allocated by the Commission in February, 2012 for this purpose. The primary objectives of the project are to:

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

**MOVED** by Commissioner Perkins, **SECONDED** by Director Tait, that staff 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.

**CARRIED**

### **11. MOTION TO MOVE IN CAMERA**

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1):

*(d) the security of the property of the municipality/district*

The in camera meeting commenced at 8:37 p.m. and adjourned at 8:48 p.m.

### **12. PUBLIC QUESTION PERIOD**

### **13. ROUND TABLE**

### **14. ADJOURNMENT**

The regular meeting adjourned 8:50 p.m.

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Mike Hicks, Chair

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Lynn MacDonald, Recorder

# **NEW BUSINESS**

**June 4, 2014 SEAPARC Minutes Revision**

Commission approval is required to revise the Minutes of the June 4, 2014 SEAPARC meeting pertaining to a request for and approval of additional funds required to complete the Desiccant Dehumidifier Installation.

Background: The Commission approved both the additional funds required to complete the project (see attached "Arena Dehumidification Project – Update May 30) and the awarding of contract to install the dehumidifier in one motion. The approval of additional funds was not referenced in the minutes.

Excerpt from Feb. 4, 2015 Minutes:

**ADMINISTRATION**

Desiccant Dehumidifier Installation

The SEAPARC Manager reported on the Invitation to Quote process for the installation of the new A20 desiccant dehumidifier including the purchase and installation of a fabric duct sock. An Invitation to Quote was sent to four prospective bidders with three companies submitting quotes by the deadline of May 28, 2014 as follows:

Robertson Sheet Metal LTD	\$22,764.00
Lewis Sheet Metal LTD	37,773.00
Essential Air LTD	69,092.00

In response to a Commission query, the SEAPARC Manager reported that the new dehumidifier will be on site by the end of June with installation of the duct sock scheduled to begin in early August (following the Sooke Fine Arts Society show). The Manager noted that if there is a delay in the duct-sock delivery, ice-in can still proceed on schedule.

**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.

**CARRIED**

The following text (in italics) to be included in the June 4, 2014 Minutes:

*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**

**MOTION:**

**The Commission approves the revised June 4, 2014 SEAPARC Minutes as presented.**

**Arena Dehumidification Project - Update May 30**

	<b>Updated Quotes</b>	<b>Original Estimate</b>	<b>Details</b>
<b>Equipment</b>	<b>\$ 64,300</b>	<b>\$ 63,460</b>	Exchange Fluctuations
A20	\$ 59,800	\$ 58,960	
Shipping	\$ 4,500	\$ 4,500	
<b>Engineering</b>	<b>\$ 14,700</b>	<b>\$ 14,700</b>	On budget
CRD	\$ 3,200	\$ 3,200	
AME	\$ 11,500	\$ 11,500	
<b>Install</b>	<b>\$ 45,600</b>	<b>\$ 28,000</b>	Original budget was an estimate provided by refrigeration contractor. Design enhancements and firm pricing received has resulted in a higher than anticipated installation costs.
Robertson Sheet Metal	\$ 25,000		
Gas Connection	\$ 3,900		
Electrical Connection	\$ 1,000		
Concrete Work	\$ 6,100		
DDC Controls	\$ 2,000		
Sprinkler System Re-route	\$ 600		
Startup/Commisioning	\$ 3,000		
Contingency	\$ 4,000		
<b>Total Project</b>	<b>\$ 124,600</b>	<b>\$ 106,160</b>	
<b>Additional Funds</b>		<b>\$ 18,440</b>	

Recommendation,

That the Commission approve access to an additional \$18,440 in capital reserve funds to complete the installation of the A-20.



# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF FEBRUARY 4, 2015**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAM SERVICES**

Events

The Festival of Trees took place at SEAPARC December 2-January 4<sup>th</sup>. The event raised \$1655 for the BC Children's Hospital.

The Santa Skate was held Sunday, Dec 21st with 108 participants. Admission was free with a donation to the Sooke Food Bank. \$297 was donated in addition to baskets full of food.

Aquatic

163 grade 3 students participated in 3 sessions of the Lifesaving Society's Swim to Survive Program in January. This program teaches children how to get to safety when in open water.

103 people attended the Coast Capital Free swim on January 23<sup>rd</sup>.

Arena

The winter session of skate lessons are running with most classes at capacity. Three additional classes were added to accommodate waitlists. Registration is up 30% compared to the fall session, with 105 participants.

SEAPARC hosted \$2 skates on Christmas Eve and New Year's Eve. Both skates were well attended, with over 100 participants each day.

Fitness

SEAPARC hosted a KOOL FM Fitness Class with radio host Craig Richards and Zumba Fitness Instructor Colleen Di Lallo on Saturday, Jan 10<sup>th</sup>. Participation was free with a donation to the Sooke Food Bank. Over 35 people attended. \$140 was raised for the food bank, along with food donations. The TC10K Training Clinic started Jan 18 with a full class of 22 participants, and registration has doubled from 2014.

All registered fitness classes that started in January are running, with no program cancellations. An anonymous donor paid the registration fees for 5 low income participants to participate in Nia Dance Fusion.

Recreation Programs

The BC Government Childcare Major Capital Funding Program Grant is now available. Staff will be drafting the application in the coming month to submit for the March 20, 2015 deadline.

Staffing

Emmah Langer was hired as an auxiliary Skate Instructor. We are also currently hiring additional Lifeguard/Instructors and a Birthday Party Leader.

LIFE Applications

Further to Commission query, applications for the LIFE pass have increased over the past three years. Number of applications received:

- 2012 - 365
- 2013 - 384
- 2014 - 456

**ADMINISTRATION**Sooke Bike Park Project Phase 3

Michell Excavating has been awarded the contract to complete Phase 3 (bike jump rebuild) of the Sooke Bike Park. The 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 students from the school 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 SMH's website where they have taken a very proactive approach to managing difficult behavior from both parents and players.

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.



Colleen Hoglund  
Program Services Manager



Steve Knok  
SEAPARC Manager

# **STAFF REPORT**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF FEBRUARY 4, 2015**

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**SUBJECT:** Federal Gas Tax Fund Strategic Priorities Fund – Capital Infrastructure Projects Stream Artificial Turf Playing Field in the District of Sooke

**ISSUE:**

Grant application for the development of an artificial turf playing field in the District of Sooke.

**BACKGROUND:**

Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) service area has identified the need for a regional artificial turf playing field. The current field is inadequate to service local and regional recreational needs and is often closed and damaged due to both wet weather and high levels of use.

Field closures are recognized as a major stumbling block for all user groups requesting field access.

User groups are now currently leaving Sooke to access facilities in other communities. A large number of local youth who cannot access the fields in their current state travel by car to access facilities in Langford. This results in an additional barrier to use and participation.

Edward Milne High School (District 62) located within 400 meters of current field would see many direct benefits by providing an increased opportunity for students to participate in physical activity outdoors. Current closures prevent school physical education programs, extracurricular activities and academies from accessing the existing field.

The proposed field would be used regionally by a broad spectrum of 10000+ users for a variety of sport disciplines. In 2014, local users groups including Sooke Soccer Club, Sooke Seahawks Football, Sooke Slo-Pitch and School District 62 were contacted through the SEAPARC Manager and collectively voiced support for the development of an artificial turf playing field in Sooke.

The proposed artificial turf facility would be a regional hub of recreation and sport activity and be an economic driver as tournament and provincial level competitions could be facilitated by the service in Sooke.

Through community consultation, the current location of soccer fields in Sooke (Fred Milne Park) has been identified as the prime location for an artificial turf field. The Sooke Community Association currently owns and maintains the three existing grass fields and has done so for the last 40 years. Through SEAPARC, the Capital Regional District (CRD) is prepared to work in collaboration with local community organizations and the District of Sooke to develop the playing field. The project is estimated to cost a total of \$1.2 million.

**Strategic Priorities Fund (SPF)**

The SPF is an application-based program that provides funding for strategic investments in capital infrastructure and capacity-building projects. All local governments outside of Greater Vancouver Regional District are eligible to apply. The deadline for applications is April 15, 2015.

<b>Strategic Priorities Fund</b>	
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.

**ALTERNATIVES:**

1. That the Commission directs 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.
2. That Commission directs staff not to proceed with a Strategic Priorities Fund application at this time.

**IMPLICATIONS:**

The SPF grant application for the proposed project would be completed by SEAPARC staff and would require significant staff time and resources to complete.

As project facilitator, SEAPARC will ensure that the SPF resources are used in compliance with the UBCM-CRD SPF Agreement and that SEAPARC's ownership stake in the facility is secured.

**CONCLUSION:**

Staff is seeking the Commission's support for submission of an SPF grant in the amount of approximately \$1.2 million to fund development of a regional artificial turf playing field in the District of Sooke.

As project facilitator, SEAPARC will ensure that the SPF resources are used in compliance with the UBCM-CRD SPF Agreement and that SEAPARC's ownership stake in the facility is secured.

**RECOMMENDATION**

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.



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Steve Knoke  
SEAPARC Manager