



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

WEBSITE:

www.seaparc.ca

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

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of April 1 and April 14, 2015
4. Motion to Move In Camera

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.*

5. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, April 1, 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), B. Berger (Vice-Chair), D. Bishop, J. Perkins, M. Tait (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary
Absent: P. Grove (Vice Chair)
Public: 1
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

CARRIED

3. APPROVAL OF THE MINUTES OF March 4, 2015

MOVED by Director Tait, **SECONDED** by Commissioner Berger that the minutes of the March 4, 2015 meeting be adopted.

CARRIED

4. CHAIR'S REPORT

5. DIRECTORS' REPORT

Director Tait thanked all the volunteers and staff involved in making the Sooke Bike Park Grand Opening such a successful event.

6. STAFF REPORTS

a) Staff News

Events:

The SEAPARC Manager reported on the Sooke Bike Park and Hike & Bike Connector Trail Grand Opening held March 28, 2015 which saw over 200 people attending under sunny skies. Dignitaries included Mayor Tait, Director Hicks, John Horgan (MLA), CRD Board Chair Nils Jensen and T'Sou-ke Nation elder Shirley Alphonse. The Manager thanked all the staff and volunteers involved in the project with particular recognition paid to Darcy Smith, Recreation Program Assistant, for her work both on the Bike Park Steering Committee and as organizer of the event.

Programs:

Aquatics:

There are 171 grade 2 students currently taking part in the Red Cross swim lessons, sponsored by the Lions Club. An inflatable dragon slide recently purchased from Peninsula Recreation is being readied for use by the end of April.

Arena:

The final Coast Capital Free Skate was held March 10th, with over 50 people in attendance.

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:

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. Sooke Rotary Club has donated \$500 to purchase equipment.

Staff will not be proceeding with an application for 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.

SEAPARC will introduce a summer auxiliary Skate Park Host/Leader position in 2015 who 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

The 2015/16 Ice Allocation Meeting will be held at 7pm on May 12, 2015 in the SEAPARC Board Room. Commissioner Berger and Bishop will represent the Commission at the meeting.

Ice Out Date 2016

School District 62 announced that the 2016 Spring Break will run from Mar. 12-30, 2016. The last day of SEAPARC ice availability is scheduled for March 20, 2016. This will allow staff time to remove ice and prepare the dry floor for the annual Easter Extravaganza event.

Power Pole Replacement

A wooden power pole located at the back the facility on SEAPARC property is in urgent need of replacement due to its deteriorating condition. Estimated cost to replace the pole is approximately \$8,000-8,500. During installation, power to the arena will be interrupted for up eight hours while three transformers are moved to the new pole.

MOVED by Commissioner Perkins, **SECONDED** by Director Tait that the funds necessary to replace a wooden power pole on SEAPARC property be transferred from the Capital Reserve Fund. **CARRIED**

LED Lighting

The two bids received in response to the "Request for Quotes" for installation of LED lighting were higher than anticipated. Given the tight timeline involved in scheduling installation during ice out and pool shutdown, installation may need to be delayed until 2016. Staff will prepare a revised "Request for Quotes".

Artificial Turf Playing Field Grant Application

The SEAPARC Manager updated the Commission on the status of the Federal Gas Tax Fund Strategic Priorities Fund grant application. The proposed artificial turf playing field design will accommodate soccer, football, rugby and baseball.

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

7. PUBLIC QUESTION PERIOD

8 ROUND TABLE

9. STRATEGIC PLANNING SESSION

Mr. David Hewko provided an overview of the of the SEAPARC Strategic Plan 2015 process involving four phases:

- Phase 1 - Background Research (complete)
- Phase 2 - Visioning
- Phase 3 - Community Engagement
- Phase 4 - Reporting

Mr. Hewko will be meeting with Commission members and staff in the next few weeks. Phase 3 will involve meetings with user groups, stakeholders, external partners and community open houses. The final report is expected by early June 2015.

10. ADJOURNMENT

The regular meeting adjourned at 8:35 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Tuesday, April 14, 2015
SEAPARC Leisure Complex Board Room, Sooke, BC**

Mission Statement:

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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: 1
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:32 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Perkins **SECONDED** by Commissioner Grove that the agenda be adopted as presented.

CARRIED

3. NEW BUSINESS

The SEAPARC Manager reported on the recent failure of two heat recovery tanks that utilize heat from the arena's ammonia system and recommended replacement of the tanks. Upon Commission query, the Manager noted that the lifespan of the new tanks will be approximately 15 years and that there will be a 3 1/2 year return on investment and approximately \$950 in cost savings per month.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Bishop that \$20,000 be accessed from the Equipment Replacement Fund for the purchase and installation of new heat recovery tanks, including associated piping and valves, to replace the existing tanks which have failed.

CARRIED

The SEAPARC Manager outlined steps being taken to address repairs/remediation of the Sooke Skate Park including meetings on site with concrete resurfacing companies and discussions with resident Debbie Holmes. The Manager would like work to begin as soon as possible to address cracks and erosion. Work is expected to take approximately one week and cost \$10,000-\$15,000.

Mayor Tait entered the meeting room at 6:45pm

MOVED by Commissioner Grove, **SECONDED** by Commissioner Bishop that \$15,000 be accessed from the Capital Reserve Fund to initiate immediate remediation of the Sooke Skate Park.

CARRIED

4. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Grove to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.*

CARRIED

The in camera meeting commenced at 6:55pm and adjourned at 9:12pm.

5. ADJOURNMENT

The regular meeting adjourned at 9:13 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder