



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

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**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**

General Meeting, SEAPARC Boardroom

Wednesday, June 3, 2015 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of May 6, 2015
4. Delegation
  - a) Andrew Heath – Poirier Nature Playground Committee
5. Correspondence
  - a) Dave Meek – Sooke Baseball Association
  - b) Sooke Food Bank
6. Chair's Report
7. Directors' Report
8. Staff Reports
  - a) Staff News
  - b) Staff Report – Ice Allocation 2015/16
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, May 6, 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)  
D. Bishop, P. Grove, J. Perkins  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: M. Tait (Sooke Director)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:36 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger **SECONDED** by Commissioner Bishop that the agenda be adopted as presented.

**CARRIED**

**3. ADOPTION OF MINUTES of April 30, 2015**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of the April 30, 2015 meeting be adopted.

**CARRIED**

**4. CHAIR’S REPORT**

**5. DIRECTORS’ REPORT**

**6. STAFF REPORTS**

**a) Staff News**

**Programs**

Events

The annual Easter Eggstravaganza was held Saturday, April 4<sup>th</sup>. 450 people attended, including 250 children and over \$460 was raised for the Sooke Food Bank, along with a large amount of food donations. The annual SEAPARC Community Garage Sale took place April 18<sup>th</sup>. 70 tables were sold in addition to vendors bringing in their own tables.

Aquatic

There are currently 511 children registered in swim lessons. The new SEAPARC pool inflatable slide will be made available to the public during the first week of July with a special swim.

Staff

The Program Services Manager recognized employees Elizabeth Olsen, Desirae Meija and Jacklyn Evans, who recently responded to a serious medical incident involving an aqua fit participant. Staff recognized the situation right away, and attended to the participant with confidence, professionalism and great care.

Preschool

The Program Services Manager provided an outline of the Doodle Bugs licensed preschool program curriculum with an emphasis on learning through play. She noted that the 2015/16 morning classes are now full with a waitlist in place. Space is still available for the afternoon 4 year old program.

## **Administration**

The SEAPARC Manager provided updates on a number of items including:

LED Lighting – An application has been made to the Province of BC's Community Energy Leadership Program for funding assistance.

Parking Lot - Paving repairs and line painting will be occurring over the next few weeks in the parking lot. The rear driveway, around the north end of the building, will now be a one-way only exit from the facility and a new drop-off zone will be created in the area to the north of the main entrance crosswalk, Three wooden light poles no longer in use will also be removed.

Sooke Bike Park – All portions of the bike park are now open for use. A wooden kiosk built by students in the Edward Milne Community School Trades Awareness Skills & Knowledge (TASK) program is being installed. The Bike Park Steering Committee will now shift their focus from development to operations.

### **b) Staff Report – Proposed Fees & Charges 2015/16**

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2015. The primary consideration in the annual review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

Staff recommend the following changes:

#### **Pool Lane Rental - Youth**

That the Pool Lane Rental Fee – Youth be increased from \$10.50 to \$11.00 in keeping with rates charged by other area facilities.

#### **Senior Age Classification**

That SEAPARC adjust the senior age classification from 65 to 60. This adjustment would bring the SEAPARC seniors age category into alignment with all other public recreation service providers in the CRD. The financial impact of this change is estimated at approximately \$2000 per year. To offset this cost, SEAPARC would discontinue the annual seniors pass and offer the Lifestyle Pass as the annual option for seniors. This is consistent with comparator organizations. The Lifestyle Pass costs \$38.75 or approximately 10% more than the existing Seniors Pass. Over the 12 month period, the difference in cost would equate to \$3.20 a month.

#### **Student Annual Pass (19+)**

That the Student (19+) 12 month annual pass be discontinued as this option is not currently being utilized by the user group. The pass was rolled out in September 2013 and since then only one annual pass has been sold. The Lifestyle Pass would be offered as the annual option for students over the age of 19.

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Bishop that the Commission approve the proposed SEAPARC Recreation Fees and Charges for 2015/16 effective September 1, 2015.

**CARRIED**

## **7. PUBLIC QUESTION PERIOD**

## **8. ROUND TABLE**

Director Hicks reviewed ongoing issues involved with inadequate drainage in the left field portion of Stan Jones Field and suggested that work to improve the field's drainage be undertaken during the summer months.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that staff research methods and costs involved to improve drainage in Stan Jones Field and report back to the Commission at their June meeting.

**CARRIED**

**9. ADJOURNMENT**

The regular meeting adjourned at 9:13 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder

**DELEGATIONS/REQUESTS  
TO ADDRESS THE COMMISSION**



ÉCOLE POIRIER ELEMENTARY SCHOOL  
6526 THROUP ROAD,  
SOOKE, BRITISH COLUMBIA • V9Z 1H9  
TELEPHONE: 250-642-0500 FAX: 250-642-5115  
WEBSITE: [poirier.sd62.bc.ca](http://poirier.sd62.bc.ca)

**SEAPARC  
RECEIVED**

**MAY 11 2015**

March 12, 2015

To Whom It May Concern,

This year, our school, École Poirier, along with our Parent Advisory Council decided to dedicate our fundraising efforts to the improvement of our school's playground. Our school population has grown to over 430 students and our current playground is no longer large enough to accommodate all our students. We also have students with physical challenges at our school and currently they are unable to access any of our playground equipment.

We are very fortunate that we have a small forested area where the students love to play. Our goal is to expand this natural play area with the addition of a nature playground. We have a three phase plan drawn up and we recently completed phase one. We are now working towards making phase two a reality.

The natural play areas have become more popular in the recent years as we are working towards building a stronger connection between nature and our children. The benefits of connecting to nature are being studied and well documented; several studies are showing that when children play in nature daily their social, psychological, academic and physical health is positively impacted. This is the kind of positive impact we want for the children at Poirier Elementary.

We are looking to create a space that can include sensory paths, balance logs, tunnels, benches, platforms, climbing stones, wiggle bridges, a slide, sand boxes and forts. Our goal is to create a natural space that has features that all of our students can enjoy and where nobody feels limited.

...../2

- 2 -

The Poirier Parent Advisory Council has committed a base of \$8,000.00 towards the \$18,000.00 project and we are hoping to raise the rest of the funds through grants, community donations and continued fundraising at the school level. We are looking to you for a donation to help make phase two a reality. We hope you will consider giving to this natural and green project of ours that will continue to promote the growth and educational abilities of our students for years to come.

We have attached some photos of phase one along with the plans for phase two. If you would like more information and would like to be involved in this project through donation, please contact Ms Stephanie Hedley-Smith, Principal, Poirier Elementary via e-mail [ssmith@sd62.bc.ca](mailto:ssmith@sd62.bc.ca) or by calling the school.

Sincerely,

*Andrew*

Andrew Heath [adheath42@yahoo.ca](mailto:adheath42@yahoo.ca)  
École Poirier's Nature Playground Committee







# **CORRESPONDENCE**

SEAPARC  
RECEIVED  
MAY 5 2015

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**From:** David Meek  
**Sent:** Tuesday, May 05, 2015 8:43 PM  
**Subject:** Sooke Baseball

Hello

Thank you for accommodating Triangle-Sooke Baseball for the busy past Saturday at SEAPARC.

In Regards to the Sooke Mosquito baseball team and practice schedule at SEAPARC Stan Jones field; currently we are practicing at Fred Milne Park (Mondays and Thursdays) on the days slo-pitch does not use the field. This is because the field conditions at Stan Jones are still soft in the outfield, and we are trying to keep traffic off the field because of the repairs that are in progress. Also, at Fred Milne Park we do not have to worry about slo-pitch showing up to use the field, or game field preparation time.

I am not exactly sure when or where the Peewee Baseball team is practicing, but they were using Stan Jones on Tuesdays and then switched to Fred Milne because of field conditions.

The Mosquito's baseball team only has one more home game at Stan Jones this season (May 9<sup>th</sup>) and then there is only away games. The Peewee team has a few more home games in May.

Many people have enjoyed watching and playing baseball for the first time in Sooke this season and hope for a return next year. Sooke Baseball is still trying to find a home field that they can call theirs without having to bounce around or be worried about field conditions. Once Sooke Baseball has a dedicated field or permanent time slot we will easily run 6-7 teams for ages 7 – 13.

We are grateful for the support that we have had this season from Slo-pitch and SEAPARC.

We would like to keep working with SEAPARC for the 2016 season and hope for continued field improvements.

Thank you.

Dave Meek  
Sooke Baseball Association President

**SEAPARC  
RECEIVED**

MAY 20 2015

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THANK YOU FOR YOUR GENEROUS  
DONATION & LOYAL SUPPORT  
FROM ALL OF US AT THE



SOOKE FOOD BANK

- WE REALLY APPRECIATE YOU!

# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF JUNE 3, 2015**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAM SERVICES**

New Staff

SEAPARC welcomes Lannette MacLean and Lisa Dear who have been hired as Lifeguard/ Instructors.

Events

On Saturday, May 23<sup>rd</sup>, SEAPARC hosted an afternoon of Laser Tag & Bumper Balls on the dry floor. Over 70 youth attended. Admission included swimming as well.

On May 9<sup>th</sup> over 100 people attended the Get Your Kids Moving Event, which included a variety of family friendly activities on the dry floor including an inflatable obstacle course and bounce house, as well as pickleball, soccer, floor hockey, bean bag toss & badminton. Prizes, snacks and refreshments were also included. SEAPARC received a \$300 subsidy from the BC Recreation Parks Association to host this event. In addition, SEAPARC hosted a \$2 admission day on Sunday, May 10<sup>th</sup> in honor of Move for Health Day, in partnership with all of the greater Victoria Recreation Centres.

Aquatic

Staff are preparing for the annual pool maintenance shutdown, scheduled for June 8-28<sup>th</sup>.

Recreation Programs

SEAPARC has not yet been able to purchase the bus that was approved in the capital budget. To meet the demand of summer camp registration, SEAPARC will be renting a 20 passenger bus, at the cost of \$1550 per month plus taxes, or approximately \$85 per day for July, August and the first week of September. This cost will be covered by registration fees. Renting a bus will allow increased camp registration and more flexibility with camp programming. If the bus is not being adequately used, SEAPARC will be able to cancel the rental at an earlier date with no penalties.

On Friday, May 29<sup>th</sup>, SEAPARC partnered with Journey Middle School and Nolan Riding to offer a short workshop including a brief introduction of the 'why' of dirt jumping and bike park etiquette, as well as basic fundamentals training, and how to ride safely, while increasing skill and confidence. Demonstrations were included as well as opportunities for youth to ride on the park. Nolan Riding will be offering summer dirt jump camps as well. Approximately 120 youth attended.

**ADMINISTRATION**

National Health & Fitness Day

The first Saturday in June has been designated as National Health and Fitness Day in Canada. The day "is designed as a cohesive response to our alarming rates of childhood obesity and the resultant diabetes, heart and other chronic diseases." Local agencies are being called upon to mark the day with local events celebrating and promoting participation in healthy physical activity (see Appendix A). The SEAPARC Manager seeks the Commission's support of the day/events by way of a motion.

School District 62 Joint Use Agreement

The SEAPARC Manager and Program Services Manager met with Harold Cull, School District 62 Secretary Treasurer and Edward Milne Community School Society staff on February 12, 2015 to discuss developing a new Joint Use Agreement. The Agreement has now been drafted and has been forwarded to the School District for review.

Strategic Planning Update

David Hewko has been meeting one on one with stakeholders and the Open House was held at SEAPARC on May 26 was very well attended. A final report is expected in June.

Canada 150 Community Infrastructure Program

This Canada 150 grant opportunity will invest \$150 million over two years to support projects that are "undertaking meaningful upgrades to existing cultural and community facilities and provide a legacy from Canada 150." Funding of up to \$500,000 is available under the program to fund up to 50% of the total project costs. The SEAPARC Manager is seeking Commission support for the submission of a grant application to assist in the construction of a new multi-purpose facility at SEAPARC.

Skate Park Repairs

RADA Resurfacing undertook remediation of the Sooke Skate Park the week of May 25-29. Repairs to the concrete are now complete.

Stan Jones Field Remediation

Staff are researching the costs involved in improving the Stan Jones playing surface. The SEAPARC Manager will provide a verbal report at the June meeting.

Annual Pool Shutdown

The annual pool shutdown will occur June 8-28, 2015. Planned projects include:

- painting
- parking lot paving and line painting
- pool change room shower wall tiling
- installation of new pool change room showers
- installation of viewing window in Aquatic Programmer's office
- sauna renovation

CLASS Software Replacement

SEAPARC's registration software will cease to receive support by the developer in 2017. SEAPARC will join the CRD in an RFP process that will investigate replacement of CLASS with a similar product. A capital investment will be required in 2016 to navigate this change. The RFP process will be led by Information Services and is scheduled to begin in the fall of 2015. Several benefits are anticipated with new improved software including online registration, marketing tools, and improved reporting.



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Colleen Hoglund  
Program Services Manager



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Steve Knock  
SEAPARC Manager

APPENDIX A



Dear Citizen,

Please approach your own Mayor and Councillors in an important effort to increase the health and fitness of your community and make Canada the fittest nation on earth.

National Health & Fitness Day is designed as a cohesive response to our alarming rates of childhood obesity and the resultant diabetes, heart and other chronic diseases. The initiative encourages local governments, non-government organizations, the private sector, and all Canadians to recognize **the first Saturday in June as National Health and Fitness Day**. It calls upon participants to **mark the day** with local events celebrating and promoting the use of local recreational, sports and fitness facilities, in order to boost participation in healthy physical activity.

To enable you to get directly involved, this package is posted on [www.johnweston.ca](http://www.johnweston.ca):

- a draft letter to local governments for your use.
- a draft resolution for adoption by local governments.

Bill S-211: *An Act to establish a national day to promote health and fitness for all Canadians* was recently passed by the House of Parliament and proclaimed as law. Introduced by Senator Nancy Greene Raines, it is expected to act as a catalyst to increase the number of proclaiming cities and towns from the current 150 to the goal of 300.

Please call the Mayor in your town or city today to invite them to endorse National Health & Fitness Day!

Best regards,

A handwritten signature in black ink, appearing to read "John Weston".

John Weston, M.P.

A handwritten signature in black ink, appearing to read "Kirsty Duncan".

Kirsty Duncan, M.P.

A handwritten signature in black ink, appearing to read "Peter Stoffer".

Peter Stoffer, M.P.



# **STAFF REPORT**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, JUNE 3, 2015**

**SUBJECT:** Ice Allocation: 2015/16 Season

**PURPOSE/ISSUE:**

To recommend ice allocation for the 2015/16 season.

**HISTORY/BACKGROUND:**

Staff conducted an Ice Allocation meeting on Tuesday, May 12 to review requests for the 2015-2016 ice season. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

Dapp's Hockey Challenge hockey school has been allocated ice time from August 30 to September 3, 8:30 am – 4:30 pm. Mr. D'Appolonia initially requested two weeks of ice time beginning August 23. Staff researched costs involved in offering early ice and found it to not be cost effective. Appendix A attached outlines the "ice in" schedule for the week of August. 30 to September 3.

The SEAPARC Manager presented a generic weekly schedule (Appendix A) along with special events and tournament dates. Minor schedule adjustments were discussed with meeting attendees.

At their May 6, 2015 meeting, the Commission approved the Fees & Charges Bylaw for 2015/16. There are no changes in ice rental rates for 2015/16.

**ALTERNATIVES:**

1. Approve the generic weekly schedule and recommended adjustments for special events, tournaments and additional game ice for Sooke Minor Hockey.
2. Do not approve the schedule and adjustments as presented.

**SUMMARY/CONCLUSION:**

The suggested schedule and adjustments offer a fair and consistent allocation of ice time to arena contract users in accordance with Commission policy. The suggested rental rate is consistent with Commission policy and budget approvals. Ice time for the 2015/16 season is booked to near capacity.

**RECOMMENDATION(S):**

That the attached generic weekly schedule be approved.

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Steve Knok  
SEAPARC Manager

APPENDIX A

2015/2016 Ice Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	OPEN	SMHA	SMHA	SMHA	SMHA	SMHA	OPEN
6:30		06-Jul	06-Jul	06-Jul	06-Jul	06-Jul	
7:00	SMHA	Ice	Ice	Ice	Ice	Ice	SMHA
7:30	7-9:50	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	7 - 820
8:00		7 - 830	7 - 930	7 - 830	7 - 930	07-Sep	
8:30		Journey		Journey			
9:00		830 - 10		830 - 10		EMCS	
9:30			EMCS		EMCS	915 - 1030	
10:00		Ice	930 - 11	Ice	930 - 11		
10:30	Program Ice	Maintenance		Maintenance		OPEN	
11:00	10-11:20	Journey	Toonie Skate	Journey	Public Skate	1045 - 1145	
11:30	Public Skate	11 - 12:30	1115 - 1	11 - 12:30	1115 - 1		
12:00	11:30-12:50					EMCS	
12:30		Open		Open		12 - 130	
1:00		1240 - 250	EMCS	1240 - 3	EMCS		
1:30	SMHA		130 - 245		130 - 245		
2:00	1:00- 620					Youth Hockey	
2:30						2 - 350	
3:00		Parent & Child					
3:30		3 - 350	Program Ice	Program Ice	Program Ice		
4:00		SMHA	320 - 450	320 - 420	320 - 420	SMHA	
4:30		04-Nov		SMHA	SMHA	4 - 650	
5:00			Skating Club	430 - 820	430 - 520		
5:30			5 - 650		Skating Club		
6:00					530 - 720		
6:30	Old Growth						
7:00	630 - 750		Public Skate			Family Hockey	
7:30			7 - 815	SMHA	SMHA	7 - 815	
8:00	Renfrew			730 - 950			
8:30	8 - 920		Whalers	Ice Angels		BlunderBirds	Fendogs
9:00			830 - 950	830 - 950		830 - 950	830 - 950
9:30	Hockey 101						
10:00	930 - 11		Adult Hockey	SMHA	Team Sore	Hockey 101	Hockey 101
10:30			Drop In	10-Nov	10 - 1130	10 - 1130	10 - 1130
11:00			10 - 1130				
11:30							

## APPENDIX B

**Capital Regional District  
Ice Allocation Committee Meeting Notes  
Held Tuesday, May 13, 2015 at 7 pm  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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Staff: S. Knoke, SEAPARC Manager, D. Davies, Clerk-Receptionist, L. MacDonald, Recorder  
Absent: D. Bishop, Commissioner  
Public: 5

The meeting was called to order at 7:00 p.m.

The proposed ice schedule for the week of August 30-September 3, 2015 was presented. Items of note include:

- Dapp's Hockey Challenge request for two weeks of ice time from August 23 to Sept. 3 was discussed. One week of ice time has been scheduled for the week of August 30-Sept. 3, 9am – 3pm. Staff will review feasibility/costs involved in offering early ice and report back to Mr. D'Appolonia. If only one week available, ice request would be modified to begin at 8:30am and end at 4:30pm each day.

The SEAPARC Manager presented the proposed ice schedule for 2015/16. He advised that there were no major changes from 2014/15 other than ice time is now available on Non-Instructional Day mornings. The following requests were made by SMHA President Dee Vivian:

- That a .5 hour of ice time be added to SMHA Sunday afternoon schedule in order to accommodate game times. Staff to consider feasibility of changes to Program Ice and Public Skate ice times.
- That Wednesday and Friday early SMHA ice times be changed from 6-7am to 7-8am. Maintenance staff to be consulted on feasibility of changing ice maintenance times.

The SEAPARC Manager spoke to committed dates including tournament bookings and holidays as follows:

- **November 11<sup>TH</sup> Weekend (Female Fall Face Off)**  
Friday, Nov. 6 4-11pm  
Saturday, Nov. 7 7am-11pm  
Sunday, Nov. 8 7am-6pm
- Santa Skate - Sunday, Dec. 20 TBD
- SD 62 Christmas Break Dec. 21-Jan. 1
- Christmas Eve – Thursday, Dec. 24 closed @ 3:30 pm  
Christmas Day - Friday, Dec. 25 closed  
Boxing Day – Saturday, Dec. 26 closed (corporate/private rentals only)  
New Year's Eve closed @ 3:30 pm  
New Year's Day closed
- **Spring Break Tournaments (Novice & PeeWee)**  
Friday, Mar. 11 8am-6pm Friday, Mar. 18 8am-6pm  
Saturday, Mar. 12 8am-6pm Sat., Mar. 19 8am-6pm  
Sunday, Mar. 13 8am-6pm Sunday, Mar. 20 8am-4pm
- Ice Out Monday, Mar. 21

List of available ice times will be made available following the meeting.

The SEAPARC Manager reviewed the following:

- No increase in ice rental rates for 2015/16.
- All ice renters must provide proof of insurance. Facility rental insurance is available through the CRD and application forms will be sent out with contracts by the end of June.
- September fees are payable by August 31. A late payment fee of 1.5% monthly will be applied on all accounts overdue after 30 days. All accounts overdue by 60 days may lose their allocated ice time.
- Installation of a "Look Up Line" around the perimeter of the arena ice is being considered. Attendees were supportive of installation. Staff to research further.
- Parking lot reconfiguration discussed. New loading/drop off zone to be created to the north of the crosswalk in front of entrance doors. Rear driveway will be converted to one way, exit only road.
- Ice users invited to participate in Strategic Planning Open House being held May 26 from 3-8pm in the SEAPARC lobby.

The meeting adjourned at 7:45 pm