

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, June 3, 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, M. Tait (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: D. Bishop  
Public: 0  
Press: 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

The Chair requested that the agenda be amended as follows:

- The following item be added under Correspondence:  
5. c) Port Renfrew Elementary Parents Advisory Committee

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

**3. ADOPTION OF MINUTES of May 6, 2015**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of the May 6, 2015 meeting be adopted. **CARRIED.**

**4. DELEGATION**

a) Andrew Heath – École Poirier Nature Playground Committee  
Mr. Heath's presentation outlined the fundraising efforts of the École Poirier Parent Advisory Committee (PAC) to build a new nature playground at the school. According to Mr. Heath, the school's current playground is not large enough to accommodate the school's 430 students. Mr. Heath noted that the District of Sooke recently awarded an \$8,000 grant for the project. Commission directed staff to research SEAPARC's governing bylaws, determine whether donations can to be made to outside agencies and report back to the Commission

**5. CORRESPONDENCE**

- a) Dave Meek – Sooke Baseball Association. Letter of thanks for Stan Jones Field use.
- b) Sooke Food Bank. Letter of thanks for contributions raised during SEAPARC events.
- c) Port Renfrew Elementary Parents Advisory Committee – Request for fundraising assistance for new playground. Response to be researched/drafted (see Item 4 a)).

**MOVED** by Director Tait, **SECONDED** by Commissioner Berger that the Correspondence be received and filed. **CARRIED.**

**6. CHAIR'S REPORT**

The Chair thanked the SEAPARC Manager and Maintenance staff for their assistance in preparing Stan Jones Field for use by Triangle Baseball Association this spring.

## 7. DIRECTORS' REPORT

## 8. STAFF REPORTS

### a) Staff News

#### Programs

##### New Staff

SEAPARC welcomes Lannette MacLean and Lisa Dear as new 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. SEAPARC received a \$300 subsidy from the BC Recreation Parks Association to host this event.

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.

##### Recreation Programs

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. Use of the bus will permit a maximum of 17 registrants per day (compared to 12 without the bus) which will offset the rental costs. Staff are still pursuing purchase of a bus for the facility.

On Friday, May 29<sup>th</sup>, SEAPARC partnered with Journey Middle School and Nolan Riding to offer workshops on dirt jump riding and bike park etiquette for 120 Journey students. Staff will be working with Journey administration to develop future workshops/programs.

### 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."

**MOVED** by Director Tait, **SECONDED** by Commissioner Perkins, that the Sooke and Electoral Area Parks & Recreation Commission (SEAPARC) commits to support the annual National Health & Fitness Day on the first Saturday of June by marking the day in Sooke with local initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities.

**CARRIED.**

#### 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

Facilitator David Hewko has been meeting one-on-one with stakeholders. The public Open House held May 26 was very well attended and comment sheets (available online) continue to be received. A final report is expected in June.

### Canada 150 Community Infrastructure Program

The SEAPARC Manager outlined the recently announced Canada 150 grant opportunity which 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 proposed that a grant application be submitted for \$500,000 in funding towards the construction of a \$1 million multi-purpose facility expansion at SEAPARC.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the CRD Board support submission of a Canada 150 Community Infrastructure Program grant application to construct a multi-purpose facility expansion at SEAPARC Leisure Complex; and

- That the Commission commit \$500,000 (50%) from the Capital Reserve Fund (Facilities and Recreation) towards the project; and
- That the Capital Plan be adjusted to allow for the Commission’s contribution should the grant application be successful. **CARRIED.**

### Skate Park Repairs

RADA Resurfacing undertook remediation of the Sooke Skate Park the week of May 25-29. One final day of work is required to complete the project.

### Stan Jones Field Remediation

Staff reported on the methods and costs to remediate/improve the Stan Jones playing surface drainage issues. Due to compaction of field over the years, recommended treatment will involve 10” hollow tine coring of the entire field followed by sanding/seeding in mid-August.

**MOVED** by Director Hicks, **SECONDED** by Director Tait that \$15,000 be transferred from the Capital Reserve Fund (Facilities and Recreation) for remediation of Stan Jones Ball Field. **CARRIED.**

### 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

The SEAPARC Manager noted that quotes received for the sauna renovation have proved higher than the \$5,000 estimated for the project.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the 2015 Swimming Pool Capital Plan - Sauna Renovation item be increased from \$5,000 to \$6,500. **CARRIED.**

### CLASS Software Replacement

The SEAPARC Manager reported that as of 2017 SEAPARC's registration software (CLASS) will cease to receive support by the developer. 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.

### **b) Staff Report – Ice Allocation 2015/16**

The SEAPARC Manager spoke to the report advising that the 2015/16 Ice Allocation meeting was held on May 12, 2015. Few changes will be made from the 2014/15 scheduled. Items of note:

- Sooke Minor Hockey Association's request for an extra half hour of ice time on Sunday afternoons was accommodated by staff moving the Sunday skate lesson start time to begin one half hour earlier.
- Sooke Minor Hockey's request to move the early morning practice times on Wednesdays and Fridays from 6-7am to 7-8am was discussed. Staff are able to accommodate the Wednesday request but not Friday due to weekend preparatory ice maintenance requirements.
- Rich D'Appolonia's (Dapp's Hockey Challenge Camps) request for 10 days of ice time beginning August 23 was considered but due to costs involved in early ice installation and only partial use of ice, 5 days (August 30- September 3) were allocated.

**MOVED** by Director Tait, **SECONDED** by Commissioner Grove that the Commission receive the Staff Report. **CARRIED.**

## **9. PUBLIC QUESTION PERIOD**

## **10. ROUND TABLE**

Summer meeting schedule set:

- July 2 (due to Canada Day holiday)
- August – no meeting scheduled
- September 2

## **11. ADJOURNMENT**

The regular meeting adjourned at 8:07 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder