

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, September 2, 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),
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: 1
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 Grove that the agenda be adopted as presented. **CARRIED.**

3. ADOPTION OF MINUTES of June 3, 2015

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of the June 3, 2015 meeting be adopted. **CARRIED.**

4. DELEGATION

a) Alexandra Martin – Water Park

Ms. Martin is seeking support for the creation of a new water park in Sooke. Her presentation highlighted Sooke’s growing population in the 0-14 age category, the need to travel to Langford to visit the nearest water park, and an online survey in which over 100 responses were received. Ms. Martin indicated that SEAPARC would be the ideal location for a water park given the facility’s services including washrooms, staffing, parking, etc. Commissioner Berger noted that earlier this year, Sooke Council directed district staff to research the status/condition of the Broomhill Park water park. SEAPARC staff will research the feasibility of locating a water park on SEAPARC property and report back to the Commission a future meeting.

5. CHAIR’S REPORT

6. DIRECTORS’ REPORT

7. NEW BUSINESS

8. UNFINISHED BUSINESS

a) **SEAPARC Strategic Plan**

The SEAPARC Manager reviewed the highlights of the SEAPARC Strategic Plan final report. The planning process involved facilitator David Hewko meeting with the Commission, staff, community stakeholders and patrons (open house and online survey). The Manager noted that the Strategic Plan provides SEAPARC with a twenty year timeline for planning purposes and that many of the report’s recommendations have been incorporated into the 2016-19 SEAPARC Service Plan.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Perkins that the SEAPARC Strategic Plan be received **CARRIED.**

9. STAFF REPORTS

a) Staff News

Programs

Events

The annual Sooke Sk8 & BMX Jam was held July 18 with over 30 participants between the ages 5-18 years plus approximately 150 spectators attending.

SEAPARC supported the "Art in the Park" event providing a shuttle service from SEAPARC to Ed Macgregor Park throughout the event.

Aquatic

Pool drop-in attendance increased this summer compared to 2014. For the month of July, adult admissions increased from 561 to 625; child admissions increased from 675 to 1000; and family admissions increased from 247 to 339. 176 attended the launch of the new pool inflatable on July 11. Attendance by pre-teens and young teens has increased as a result of introducing this new piece of equipment.

Recreation Programs

Adventure Camp registration increased from an average of 20 children per week in 2014 to 30 children per week. The preschool age Mini Adventure Camps were full with 14 participants for all but one week of summer camps. The Camp Volunteer 101 course had 10 youth registered, with 9 of those participants volunteering in summer camps for 30-60 hours each.

A new free "Play in the Park" program (4 days per week for 7 weeks) introduced this summer for children aged 8-12 at SEAPARC and Broomhill Park proved popular with participants and parents. The Rotary Club of Sooke provided a \$500 sponsorship for new equipment and supplies to support the program. A total of 52 children attended with an average of 8 participants per day.

Former SEAPARC employee Quinton MacDonell's memorial service was held in the arena on August 7, 2015 with over 600 in attendance. Quinton will be sadly missed by his friends and co-workers at SEAPARC.

ADMINISTRATION

Travel Assistance Grant

\$400 was provided to the Sooke Minor Fastball U16 Boys team to assist with travel costs to compete in the Western Canadian Fastball Championships. The Sooke team won bronze.

Annual Pool Shutdown

The following projects were completed during the June 8-28 pool shutdown:

- Parking lot asphalt repair, old creosol pole removal, power now supplied to curb, bus stop installation, line painting and traffic pattern change.
- Pool shower upgrades, new tile shower enclosures, electronic touch sensor timed shower system installation, new pool signage.
- Sauna rebuild completion, new walls and ceiling, new door, electrical servicing upgraded for stove
- Installation of a new window in the aquatic supervisor's office
- Swirl pool tiling repair, includes tiling on deck shower
- Facility HVAC cleaning
- Replacement of pool filter sand (11,000 pounds)
- Painting and regular routine shutdown maintenance
- Arena hot water tank reclaim replacement

Final costs were higher than anticipated and the following projects require additional funding as follows:

Parking lot paving:	\$1,871
Sauna rebuild:	\$2,500
Shower upgrades	\$6,732

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that an additional \$11,103 be transferred from the Capital Reserve Fund to fund the annual pool shutdown projects. **CARRIED.**

Stan Jones Field Remediation

Field remediation (soil exchange and reseeding) is complete. The SEAPARC Manager requested that funds be allocated for tree removal from the field perimeter.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that up to \$5,000 in Capital Reserve Funds be allocated for the removal of trees around the perimeter of Stan Jones Ball Field. **CARRIED.**

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. SEAPARC received an \$800 donation from the Skate Jam Event for the purchase and installation of a water fountain at the skate park. Staff are currently investigating installation options.

Bike Park

A large area on the North/East side of the park was opened up for a general use area. Trees were removed and drainage work was installed. A shed, donated by Sooke Bike Club, has been installed. Picnic tables and garbage cans installation is also planned.

Video Surveillance

Four companies attended a mandatory site meeting and have been asked to provide quotes for the project.

Sooke Fine Arts Show

From all reports, this year's Sooke Fine Art Show was a great success with art sales and revenues up from previous years. Fine Arts Society staff report that their conversion to LED lighting went smoothly, and despite a very hot summer, the gallery was much more comfortable than in previous years.

PAC Requests for Funding

Further to the June, 2015 funding assistance requests made by two area elementary school Parent Advisory Councils, staff have determined that SEAPARC's governing bylaws do not provide the authority to offer grants to outside agencies. Port Renfrew and Ecole Poirier Elementary School PAC representatives were notified of this determination.

b) 2016-19 Service Plan

The SEAPARC Manager reviewed the SEAPARC Service Plan developed to describe core service information including key service drivers such as trends, service levels and performance measures. The plan also highlights divisional initiatives and implications for the overall work program. Four year service plans (2016-2019) have been developed to provide for continuity of service delivery priorities through the election cycle and to ensure alignment with Board strategic priorities as well as to leverage grant opportunities as they arise.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Grove that the Commission receive the Service Plan. **CARRIED.**

c) 2016 Budget

The SEAPARC Manager provided an overview of the draft 2016 Capital Plan. The Manager noted that the final pool debt payment will be made in 2015, an application to combine the pool and recreation services into one is proceeding and two major 2015 Capital Plan items were not pursued (bus replacement: \$65,000 and child care expansion: \$625,000).

2016 Reserve Fund Summary (combined services)

Total Capital Reserve Balance	\$1,172,889
Equipment Replacement Fund	<u>90,202</u>
Total Reserve Funds (estimated)	<u>\$1,263,091</u>

Major 2016 Capital Items include:

• LED lighting upgrade (grant funding available)	\$220,000
• Building fixtures	10,000
• Trail developments	15,000
• Ball field improvements	15,000
• Building renewal	30,000
• Pool boiler natural gas conversion (grant funding available)	170,000
• Accessibility upgrades – pool change room	15,000
• Pool change room privacy partitions	25,000
• Pool filters	8,000
• Software upgrade & implementation	25,000
• Arena flooring (\$25,000 grant funded)	50,000

2016 Requisition (estimated)	\$2,608,580
Percentage increase over prior year:	2%

The final budget will be presented to the Commission later this fall.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Grove that the Commission receive the 2016 Budget report.

CARRIED.

10. PUBLIC QUESTION PERIOD

11. ROUND TABLE

12. ADJOURNMENT

The regular meeting adjourned at 8:00 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder