



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, SEAPARC Boardroom  
Thursday, February 11, 2016 at 1 pm

Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC

Leisure Complex  
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Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of January 12, 2016
4. Chair's Report
5. Directors' Report
6. Unfinished Business
  - a) Staff Report: Combining SEAPARC Services  
Bylaw No. 4029: Conversion of the Sooke Electoral Area Recreation Specified Area Establishment Bylaw No. 1, 1973
7. Staff News
8. Public Question Period
9. Round Table
10. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Tuesday, January 12, 2016  
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), J. Perkins (Vice Chair), B. Berger,  
R. Kasper (Sooke Director), D. Bishop, P. Grove  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: C. Hoglund, Program Services Manager  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The SEAPARC Manager called the meeting to order at 2:00 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 2016 and Director Hicks' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Director Hicks was declared Chair.

The Chair called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2016 and Commissioner Perkins' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Vice Chair.

**3. ADOPTION OF AGENDA**

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

**4. ADOPTION OF MINUTES of December 2 and 16, 2016**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that the minutes of the December 2 and 16, 2016 meetings be adopted. **CARRIED.**

**5. CHAIR'S REPORT**

Director Hicks noted that he is now Chair of the CRD Regional Parks Committee.

**6. DIRECTORS' REPORT**

The District of Sooke has appointed Rick Kasper as CRD Director and Bev Berger as Alternate CRD Director.

**7. UNFINISHED BUSINESS**

**a) Staff Report: Natural Gas Boiler Retrofit**

SEAPARC's current pool boiler is fueled by heating oil. Natural gas service is now available at the facility and a natural gas boiler retrofit would provide reduced operational costs, increased efficiency as well as reduced CO2 emissions.

In 2015 Williams Engineering conducted a Boiler Plant Study for SEAPARC. Four retrofit options for replacement or modifications to the existing pool side oil fired heating plant were provided. Based on these comparisons, two options stood out:

1. Adding a supplemental natural gas boiler to handle the building heat load and water heating requirements. (estimated cost to install \$73,000)
2. Addition of an external Biomass heating plant to handle the building heat load and water heating requirements. (estimated cost to install \$153,000)

The supplemental natural gas system has a medium capital investment for a substantial reduction in GHG emission (61.3 te CO<sub>2</sub>e annually) and lower future operating costs. Annual fuel saving estimated at \$41,003. Staff are currently exploring eligibility of this project for Fortis BC incentive funds which would further reduce the project capital costs.

The Biomass option has a higher capital cost to implement and a higher overhead and maintenance cost over the years but has the potential for a very large reduction in facility GHG emissions (144.6 te CO<sub>2</sub>e annually). Annual fuel savings estimated at \$13,855. At this point the Biomass Supplemental Boiler option is not feasible based on anticipated limited supply of wood pellets. This has been identified by both the consultant and operators currently using these types of boilers in the province.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the Commission direct the SEAPARC Manager to tender the Supplemental Natural Gas Boiler Retrofit project.

**CARRIED.**

## 8. STAFF REPORTS

### a) Staff News

#### Programs

#### Events

SEAPARC again hosted the Festival of Trees in support of the BC Children's Hospital.

A Winter Wonderland Swim was held December 19<sup>th</sup>, which included a variety of water games and prizes.

The annual Skate with Santa event was held December 20<sup>th</sup> with 180 people participating. Admission was by donation of food or cash in support of the Sooke Food Bank. Christmas Eve and New Year's Eve toonie skates were also held, with approximately 54 people attending each day.

#### Aquatic

Journey Middle School completed a 7 week exploratory program, led by SEAPARC Instructors. 56 students participated in 3 different programs including Red Cross Babysitter's Course, Water X and Jr. Lifeguard club.

Aqua Fit numbers increased during the month of December, during Westshore Parks and Recreation's annual maintenance shut down. We received many positive comments about class quality and facility cleanliness.

#### Recreation & Arena Programs

Winter Break day camps were cancelled due to low registration. A variety of additional public skates were scheduled during Christmas break and \$1,550 worth of private ice rentals were booked during the Christmas break.

## **ADMINISTRATION**

### **LED Lighting Project**

The design phase of the LED Project is 90% complete. The contractor is currently working with the CRD Climate Action Analyst on energy savings for BC Hydro grant funding. If the project qualifies, it may receive up to a 75% grant towards the purchase and install. Once grant funding is approved the intent is to tender this project for completion.

### **School District 62 Joint Use Agreement**

The SEAPARC - School District 62 Joint Use Agreement has been finalized. The reciprocal agreement, last updated in 2007, sets out parameters for free or discounted access to facilities to further the School District's and SEAPARC's programs. The agreement will be evaluated annually to ensure the agreement remains equitable for both parties.

### **Recreation Software Project**

The Regional Recreation Software Project Group is currently reviewing proposals to replace/upgrade the existing CLASS registration software which will cease to be supported in December 2017. Software demonstrations have been scheduled and evaluations will follow.

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

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, 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 2:38 pm and adjourned at 3 pm. The regular meeting reconvened at 3 pm.

## **10. PUBLIC QUESTION PERIOD**

## **11. ROUND TABLE**

In response to a Commissioner query, the SEAPARC Manager reported that staff have not yet been informed of the status of the UBCM Strategic Priorities Fund grant application submitted in 2015 to finance the installation of all-weather turf field at Fred Milne Field. Applicants have been advised that an announcement will be made this month.

## **12. ADJOURNMENT**

The regular meeting adjourned at 3:01 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder

**UNFINISHED BUSINESS**



Making a difference...together

**REPORT TO THE SOOKE AND ELECTORAL AREA  
PARKS AND RECREATION COMMISSION  
MEETING OF THURSDAY, FEBRUARY 11, 2016**

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**SUBJECT**     **Bylaw No. 4029: Conversion of the Sooke Electoral Area Recreation Specified Area Establishment Bylaw No. 1, 1973.**

**ISSUE**

Bylaw No. 3974 cited as “Sooke and Electoral Area Recreation and Facilities Services Combination Bylaw No. 1, 2014”, which received first, second and third reading on December 10, 2014 will not receive the requisite Inspector Approval.

**BACKGROUND**

Bylaw No. 3974, “Sooke and Electoral Area Recreation and Facilities Services Combination Bylaw No. 1, 2014” was developed at SEAPARC’s recommendation to achieve the objective of enhancing administrative efficiency by combining two recreation services related bylaws (Bylaw No. 152 for recreation facilities and community programs, and Bylaw No. 2598 for the pool and arena). It received first, second and third reading at the CRD Board meeting of December 10, 2014 as well as consent from the District of Sooke and the Juan de Fuca Electoral Area Director.

In May 2015, CRD staff received notice that Bylaw No. 3974 will not be recommended for Inspector approval because the *Local Government Act* (LGA) does not permit the merging of two different services within the same boundary and with the same participants.

Instead of a combination service establishment bylaw, the CRD was advised to convert the Sooke Electoral Area Recreation Specified Area Establishment Bylaw No. 1, 1973 (Bylaw No. 152) to a service establishment bylaw, as presented in the attached Bylaw No. 4029, with the following provisions:

1. A purpose statement that covers the scope of all recreation facilities and community programs, inclusive of the pool and arena, as well as the acquisition of recreation-related real property;
2. An overall maximum allowable requisition equivalent to the sum of both recreation service bylaws (No. 152 and No. 2598). Requisition for funding will occur under the authority of this proposed bylaw exclusively. Bylaw No. 2598 will continue to exist until such time as the service’s reserve balance has been depleted, at which point the bylaw will be repealed. Bylaw No. 152 will cease to exist upon adoption of the proposed Bylaw No. 4029.

Consent on behalf of the participants can be given by the District of Sooke and the Juan de Fuca Electoral Area Director.

**IMPLICATIONS**

Bylaw No. 4029 accomplishes the same objective as Bylaw No. 3974 using an approach that complies with the requirements under the LGA.

**CONCLUSION**

In keeping with SEAPARC's recommendation to combine all recreation service bylaws into one, Bylaw No. 4029 is being presented as the LGA-compliant alternative to Bylaw No. 3974 that received first, second and third reading at the CRD Board meeting of December 10, 2014.

**RECOMMENDATIONS**

That the Sooke and Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

1. That third reading of Bylaw No. 3974, Sooke and Electoral Area Recreation and Facilities Services Combination Bylaw No. 1, 2014, be rescinded; and
2. That Bylaw No. 4029 cited as the "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016" be introduced and read a first and second time, and read a third time.

Submitted by:	Rajat Sharma, Senior Manager, Financial Service
Concurrence:	Larisa Hutcheson, P.Eng. General Manager, Parks & Environmental Services
Concurrence:	Diana E. Lokken, CPA, CMA General Manager, Finance and Technology
Concurrence:	Robert Lapham, MCIP, RPP Chief Administrative Officer

Attachment: [Bylaw No. 4029](#)



**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4029**

\*\*\*\*\*  
**A BYLAW TO CONVERT THE SOOKE ELECTORAL AREA RECREATION  
SPECIFIED AREA ESTABLISHMENT BYLAW (NO. 152)**  
\*\*\*\*\*

**WHEREAS:**

- A. The Capital Regional District Board may, by bylaw, under Section 341(3) of the *Local Government Act* convert a service provided by the Regional District under a specified area to a Service and by the same bylaw amend the maximum requisition to the extent that it could if the power were in fact exercised under the authority of a bylaw establishing the service, provided that the bylaw meets the requirements of Section 339 and is adopted in accordance with Section 349 of the *Local Government Act*;
- B. The Capital Regional District Board established Bylaw No. 152 cited as "Sooke Electoral Area Recreation Specified Area Establishment Bylaw No. 1, 1973" to provide recreational and related community programmes, equipment, facilities and acquisition of real property;
- C. The Capital Regional District wishes to convert Bylaw No. 152 to a service in order to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property;
- D. The consent of the participants has been obtained from the District of Sooke and the electoral participating area director in accordance with section 349(b) of the *Local Government Act*;
- E. The Approval of the Inspector of Municipalities has been obtained under section 349(3) of the *Local Government Act*; and
- F. Schedule "A" attached provides accurate illustration of the service area boundary which remains unchanged.

**NOW THEREFORE** the Board of the Capital Regional District in open meeting assembled enacts as follows:

**Service**

- 1. The Sooke Electoral Area Recreation specified area established by the Sooke Electoral Area Recreation Specified Area Bylaw No. 1, 1973 is hereby converted and established as a Service to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

**Boundaries**

2. The boundaries of the service area shall be coterminous with the boundaries of the District of Sooke and a portion of the Electoral Area of Juan de Fuca as shown in heavy outline on Schedule "A" attached hereto and forming part of this bylaw.

**Participating Area**

3. The District of Sooke and the Electoral Area of Juan de Fuca are the participating areas for this service.

**Cost Recovery**

4. In accordance with Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:
  - a) Property value taxes imposed in accordance with Division 3 of Part 11 [*Requisition and Tax Collection*];
  - b) Parcel taxes imposed in accordance with Division 3 of Part 11 [*Requisition and Tax Collection*];
  - c) Fees and charges imposed under section 397 [*imposition of fees and charges*];
  - d) Revenues raised by other means authorized under Local Government Act or another Act;
  - e) Revenues received by agreement, enterprise, gift, grant or otherwise.

**Cost Sharing**

5. The net annual cost attributable to this Service shall be apportioned among the participants on the basis of the population estimate determined annually by the Regional Planning Services Department of the Capital Regional District.

**Maximum Requisition**

6. In accordance with Section 339(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:
  - a) Five Million One Hundred Fifty-Eight Thousand Dollars (\$5,158,000); or
  - b) An amount equal to the amount that could be raised by a property value tax rate of \$1.60 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements for Regional Hospital District purposes within the Local Service Area.

**Citation**

7. This Bylaw may be cited as the "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016".

CONSENTED TO by the District of Sooke.  
CONSENTED TO by the Director of the Juan de Fuca Electoral Area.

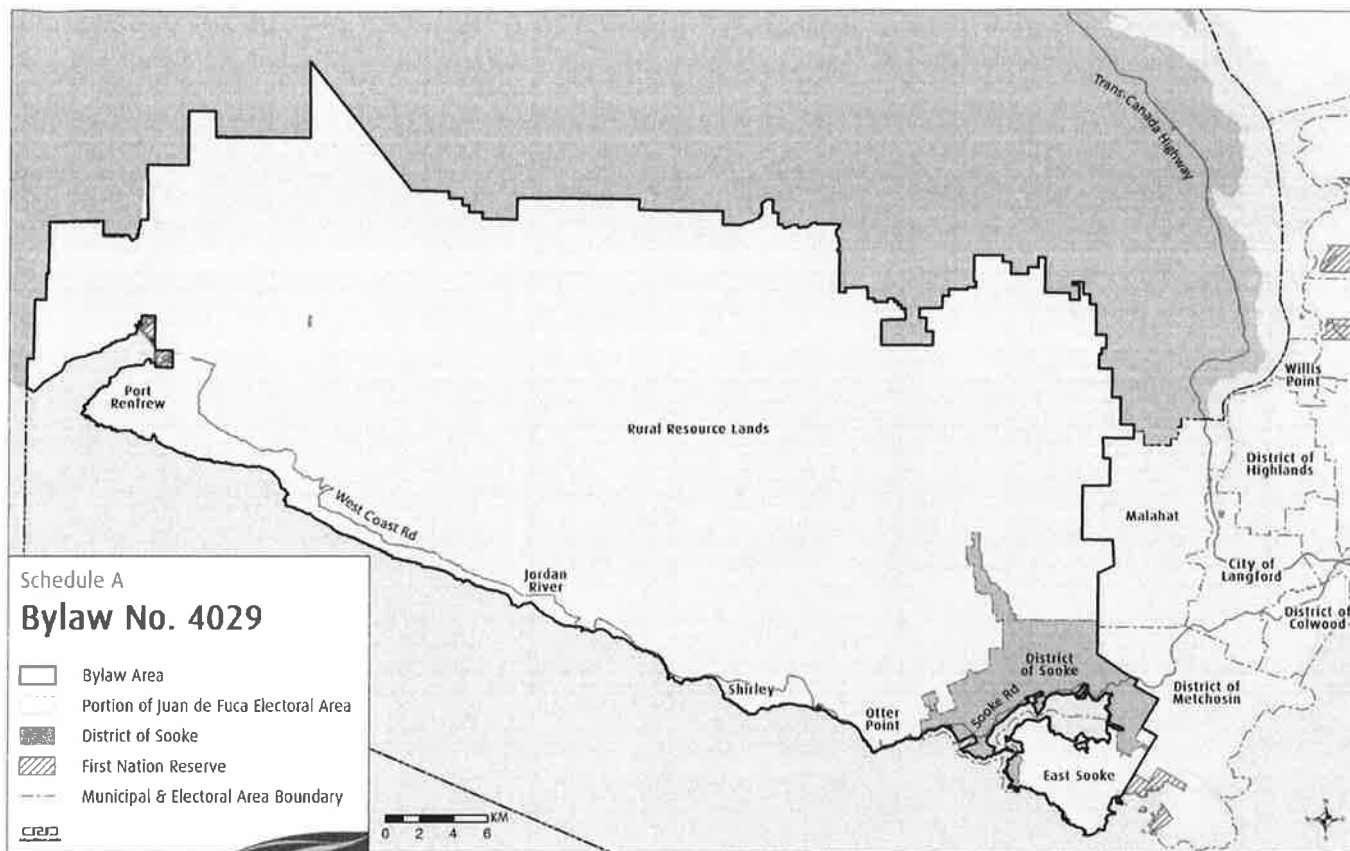
READ A FIRST TIME THIS	th	day of	2016
READ A SECOND TIME THIS	th	day of	2016
READ A THIRD TIME THIS	th	day of	2016
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	2016
ADOPTED THIS	th	day of	2016

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS th day of 2016

**SCHEDULE A: Bylaw No. 4029 Service Area**



# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING FEBRUARY 11, 2016**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**PROGRAM SERVICES:**

Staffing

Wendi Davies, ECE Preschool Instructor, has resigned. We wish Wendi well in her future career endeavors. Tara Seeburger is serving in an acting role until a new ECE is hired.

Events

SEAPARC received a \$1,000 grant from the Province of BC in support of our Family Day event. Free admission will be offered with the pool open from 12-6pm and a free skate 12-3pm. This event is very well attended each year.

Aquatic

SEAPARC is currently offering Grade 2 swim lessons, sponsored by Sooke's Lion Club, to 169 students who will participate in a six week program focusing on strokes, water safety and endurance.

For the third year in a row, SEAPARC received a Lifesaving Society grant to offer the "Swim to Survive" program focusing on open water safety, to every Grade 3 student in the community.

The new water polo program was recently highlighted in a Sooke News Mirror article. Twenty-five youth are currently enrolled in the Sunday morning program in which participants will learn fundamentals of the sport in a fun, non-competitive environment. An adult program will be introduced in the spring. The program's success is a direct reflection of employee Myles Wallace's experience and enthusiasm for the program.

Recreation & Arena Programs

As a partner in the CRD Active Transportation & Healthy Communities Grant Program, SEAPARC is recipient of a \$5,000 grant to support a series of biking workshops focused on learning to ride local trails and bike parks, learning biking fundamentals and developing skills. There will be a focus on safety, etiquette, being in the outdoors and increasing athleticism. These workshops will be open to the public and will take place in the fall of 2016.

Margaret Weir, who turned 97 years old in December and is SEAPARC's most senior participant, was featured in a February 3 Sooke News Mirror article (see attachment). Margaret is a regular attendee of our weekly "Easy Fit" class, with instructor Dave Ristau, which provides a safe workout for those with mobility limitations or other health problems.

Several new arts & culture programs have been well received including "Zentangle", a popular meditative art form and "Learn to Knit".

**ADMINISTRATION:**Nutritional Study – Eat, Live, Play

SEAPARC is participating in the Heart & Stroke Foundation of Canada's "Eat, Play, Live" project to promote nutrition guideline implementation in recreation facilities in three Canadian provinces. The facility has been placed in the "intervention" group and, as such, will be working to "change our food environment over the next 18 months". The SEAPARC Manager will be attending a workshop on Feb. 23 regarding the first steps in this process.

Artificial Turf Field – UBCM Strategic Priorities Fund

SEAPARC's application to the UBCM Strategic Priorities Fund for a grant to construct an artificial turf field at Fred Milne Park was unsuccessful. According to grant officials over 220 applications were received with 58 projects approved at a total cost of \$75 million.

Electrical Room Water Leak

The water leak into an underground electrical conduit between the BC Hydro's transformer and the main breaker in the pool basement electrical room has been fixed. SEAPARC has been monitoring the issue and no new water has entered the conduit or appeared on the floor. The electrical room has now been open to staff access.

Mental Health First Aid Training

Several front line staff members will be attending Mental Health First Aid Canada training. Through the course, participants will learn to recognize signs and symptoms of mental health problems and learn how to support an individual dealing with a mental health issue.

  
\_\_\_\_\_  
Colleen Hoglund  
Program Services Manager  
\_\_\_\_\_  
Steve Knoke  
SEAPARC Manager

**INFORMATION ONLY**



## Lifelong fitness drives local senior



By Sooke News Mirror

Published: **February 03, 2016 05:00 AM**

Updated: **February 02, 2016 10:3210 AM**

Margaret Weir was never one to sit still. She walked. She ran. She cycled and moved around any way she could.

Today, she continues with her exercises, no matter how hard she has to work for it.

Oh, and she's 97, making her the most senior participant in one of SEAPARC's more unique exercise program, which is designed for the elderly and individuals with chronic health issues, such as multiple sclerosis.

The program runs for an hour once a week at SEAPARC Leisure Complex. During that time, participants perform standing exercises, some light weight training, as well as balance work and movement through the hips.

On average, there are around six to eight people in a class at one time.

Weir's main goal in the program is not only to stay healthy and mobile, but to regain use of her fingers from arthritis so she can knit and paint again, her two lifelong hobbies.

And she's certainly determined to win the battle.

"I want to get my fingers back. It's why I like coming here, and I'm going to get it right even if it kills me," laughed Weir, who's been in the program for a year.

Perhaps it was an upbringing in England and by a Victorian grandmother that toughened her up, but in reality, it was Weir's lifelong regime of constant physical exercise that made all the difference, regardless if it was in a fitness class, walking around or cycling, an activity she enjoyed doing quite often.

"You either cycled or walked everywhere, because there weren't many cars around," she said, adding that before the Second World War, there were fitness classes all around Portsmouth, England, her hometown.

"She's still sharp, she keeps me on my toes," chuckled David Ritsau, Weir's instructor at SEAPARC.

He said much of the program's exercises are done while seated, but that doesn't make them any less intense, and that in retrospect, it's easier to teach a group who accept their weaknesses and are keen on working on improving their strength.

"They all know their bodies, all accepted that they have different issues and that they still need to work and to move," Ritsau said, adding that exercise is not only an age issue, it's a capability issue and what the body can handle.

"They're moving and activating their muscles more than the remote control."

Much of the work in this program is done with an exercise band due to its versatility, allowing users to do the same exercise at different levels of intensity, such as pushing and pulling with the legs, shoulders and arms. Regular exercises include biceps curls, shoulder presses and leg presses.

Regardless of what the exercise is, Ritsau said it all comes down to one's longevity and quality of life.

"The stronger and healthier you are, the longer you're independent, the longer you're at home and you're less dependent on a medical system."

Weir is certainly a standing testament to that, who, after nearly a century, remains physically active and continues to put countless couch potatoes to shame.

And she's not even doing it to prove anything. To Weir, exercise is a constant game of staying active and keeping the mind preoccupied.

"If you don't use anything, it goes rusty, so keep going all you can. [Exercise] makes your circulation better, and if you knit or sew, it keeps your brain going, so you've got all this time on earth, make the most of it."

*news@sookenewsmirror.com*

**Find this article at:**

<http://www.sookenewsmirror.com/community/367389871.html>

*See mtg  
info on 6*

**ÉCOLE POIRIER ELEMENTARY SCHOOL**

**Parent Advisory Committee**

P.O. Box 940, 6526 Throup Rd., Sooke, BC, V9Z 1H9

Phone (250) 642-0500 Fax (250) 642-5115

**SEAPARC  
RECEIVED**

DEC 16 2015

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December 1, 2015

Dear Seaparc Leisure Centre,

On behalf of the school staff, students, and the Parent Advisory Committee, we would like to thank you for your generous donation last month to our online "Breakfast & Books" auction. Your generous donation of a 1-month family pass valued at \$115 has helped us to raise almost \$3000 to buy nutritious breakfasts and lunches for our students who need them, and books to help our students learn to read.

Our school is very grateful for your support! Thank you!

Sincerely,

École Poirier Elementary School PAC Executive