



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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V9Z 1H4

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

General Meeting, SEAPARC Boardroom

Tuesday, June 14, 2016 at 1 pm

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes:
 - a) May 10, 2016 Regular Meeting
 - b) May 24, 2016 Special Meeting
4. Delegation(s):
 - a) Anthony Mormino – Request for Road Access re: 6402/6418 Sooke Road
5. Correspondence:
 - a) Sooke Fine Arts – Art Show Rental Agreement
 - b) National Health & Fitness Day – Request for Support
 - c) Sooke Fastball U16 Boys - Travel Assistance Request
 - d) Sooke PeeWee A Thunderbirds – Team Photo
6. Chair's Report
7. Directors' Report
8. Staff Reports
 - a) Staff News
 - b) Staff Report – Ice Allocation 2016/17
9. Public Question Period
10. Round Table
11. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, May 10, 2016
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), J. Perkins (Vice Chair), B. Berger, P. Grove, R. Kasper (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary, C. Hoglund, Program Services Manager
Absent: D. Bishop
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:03 pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of the April 18, 2016 meeting be adopted.

CARRIED

4. CORRESPONDENCE

a) Chris Stalker – EV Charging Station

Mr. Stalker's requests that an electrical vehicle (EV) charging station be installed in Sooke and suggests that SEAPARC would make a good location for a station given the number of visitors from outlying communities that travel to the facility for sporting and community events.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Berger that staff research EV charging station installation options/costs and report back to the Commission at future meeting.

CARRIED

5. CHAIR'S REPORT

6. DIRECTORS' REPORT

7. STAFF REPORTS

a) **Staff News**

ADMINISTRATION:

Land Acquisition Referendum

The Sooke and Juan de Fuca Electoral Area referendum held April 30, 2016 to authorize borrowing of \$750,000 for the purpose of purchasing the 23 acre property located at 6518 Throup Road was successful with the following results:

In Favour 978
Opposed 209

Bylaw 4052 will now proceed to adoption by the CRD Board at its meeting on May 11, 2016.

Canada 150 Celebration Project

As part of a Canada 150 Celebration Project funding application being spearheaded by Elida Peers with partnership from the Sooke Fine Arts Society, T'Souke and Songhees Nations, SEAPARC has agreed to serve as a site for a "legacy sculpture". The initiative, if successful, would eventually see a series of sculptures, based on local First Nations myths, situated throughout the area.

LED Lighting Project

SEAPARC received three responses to its tender call for the LED lighting project to replace current lighting in pool and arena. The goal is to complete the project during our regular annual pool shutdown period. As a part of this project SEAPARC will be conducting building hazard assessment. BC Hydro will have contributed a grant of approximately \$35,000 towards this energy saving project. Contract awarding in process.

b) Staff Report – Proposed Fees & Charges 2016/17

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2016.

The following fee increases/additions/corrections were proposed:

- Admission Fees – 2-5% (with the exception of annual passes & arena dry floor drop-in fees)
- Rental Fees – approx. 1%
- Private Swim & Skate Lessons – 4-5%
- Correction made to Dry Floor Non Move In/Out rates to reflect the Fees & Charges Policy which states it will be 50% of the Day rate
- Addition of Golf Course Greens Fees and Rentals

Discussion points included:

- Perception that SEAPARC Youth Prime rates are higher than other facilities
- Inherent difficulties in comparing rates between facilities with differing prime time hours
- Some facilities may have greater flexibility in setting rates as they are not bound by the same rules/regulations

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the Commission approve the proposed SEAPARC Recreation Fees and Charges for 2016/17 effective September 1, 2016 for inclusion in the 2016/17 Fees and Charges Bylaw to be approved by the CRD Board.

MOVED by Commissioner Grove, **SECONDED** by Director Kasper that the Commission approve the addition of "Golf Course Greens Fees and Rentals" in the 2016/17 Fees and Charges Bylaw.

CARRIED

and 2015/16 Fees & Charges amendment:

MOVED by Commissioner Grove, **SECONDED** by Director Kasper that the Commission recommends to the CRD Board that the 2015/16 Fees & Charges Bylaw be amended to include "Golf Course Greens Fees and Rentals".

CARRIED

c) Staff Report – Sooke Fine Arts Show Rental Rates

Sooke Fine Arts Society (SFAS) currently rents the arena each summer to host the annual Sooke Fine Arts Show. This popular local event, the result of considerable community effort with over 300 volunteers involved, sees approximately 8500 visitors attend each year. In May, 2013 the Commission amended SEAPARC's Fees & Charges Policy by including an Art Show rental rate of approximately 20% of Prime Rate. In January, 2015 a SFAS delegation presented a request for consideration for future rental rates as their current 5 year rental agreement ends in 2016.

Staff propose that the daily rates for the 2017-20 Dry Floor Complex annual Sooke Fine Arts rental continue to increase approximately 2% per year on top of any annual incremental increases until a rate of 20% of the current Prime Rate is attained. Over the last 4 years the increases have ranged between \$300-600 annually. The proposed increases would be consistent with the current average.

Discussion points included:

- Benefits to the community versus cost of subsidy
- Changes to the show over the years including paid staff, increased entrance fees and commissions
- Rates charged by other facilities for similar events

MOVED by Director Kasper, **SECONDED** by Commissioner Grove that the Daily Rates for 2017-20 Dry Floor Complex Annual Sooke Fine Arts rental continue to increase 2% per year on top of any annual incremental increases until a rate of 20% of the current Prime Rate is attained.

CARRIED

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

Commissioner Perkins noted that Len Bjola, former manager of Sooke Arena, passed away on May 4, 2016. Mr. Bjola worked at the Arena for 17 years and his legacy lives on in the arena's hand built wood bleachers.

10. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

The in camera meeting commenced at 2:04 pm and adjourned at 3:07 pm. The regular meeting reconvened at 3:07 pm.

11. ADJOURNMENT

The regular meeting adjourned at 3:08 pm.

Next meeting scheduled for Tuesday, June 14 at 1pm.

Mike Hicks, Chair

Lynn MacDonald, Recorder

Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Special meeting held Tuesday, May 24, 2016
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), J. Perkins (Vice Chair), B. Berger, D. Bishop, P. Grove, R. Kasper (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary, C. Hoglund, Program Services Manager
Absent: 0
Public: 0
Press: 0

1. CALL TO ORDER

The Vice Chair called the meeting to order at 9:03 am.

2. ADOPTION OF AGENDA

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

CARRIED

3. STAFF REPORT(s)

a) CANADA 150 Community Infrastructure Grant

The Federal Government recently announced a second call for proposals for the CANADA 150 Community Infrastructure Grant Program to invest in "projects that seek to renovate, expand and improve existing community infrastructure." One of the priorities in this round will be recreational facilities. Staff propose to submit an application for \$500,000 towards the cost of a fitness and multi-purpose room expansion. \$1.25 million has been budgeted for a fitness/multi-purpose room expansion (\$750,000 in 2017 and \$500,000 in 2018).

Director Hicks entered the room at 9:15am.

Discussion points included:

- Project readiness (priority will be given to projects that can complete by Fall, 2017)
- Flexibility in plans (ie. modifications to space allotment for fitness v. multi-purpose)
- Prioritizing of project submissions by CRD (required by agencies submitting multiple applications)

MOVED by Commissioner Grove, **SECONDED** by Commissioner Bishop that the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) recommend 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.

CARRIED

4. PUBLIC QUESTION PERIOD

5. ROUND TABLE

6. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

The in camera meeting commenced at 9:25am and adjourned at 9:42am. The regular meeting reconvened at 9:43am.

7. RISE AND REPORT

MOVED by Director Kasper, **SECONDED** by Commissioner Berger, to rise and report the following information regarding the purchase and operation of DeMamie Creek Golf Course:

- Property purchase closing date: June 16, 2016;
- SEAPARC staff will open and operate DeMamie Creek Golf Course on a breakeven basis in 2016 utilizing a staff structure that would contract greens and fairway turf maintenance to a qualified individual or organization with the remainder of the operation being undertaken by SEAPARC staff;
- The 2016 SEAPARC operating budget is to be amended to include the projected \$55,200 in revenue and expenses to open and operate the course;
- SEAPARC will hire Auxiliary "Golf Course Host(s)" for position(s) ending September 30, 2016;
- That staff are authorized to utilize up to \$25,000 from the Capital Reserve Fund for the purchase of a used rotary mower suitable for both golf course rough and Stan Jones ball field mowing.

CARRIED

8. ADJOURNMENT

The regular meeting adjourned at 9:48am.

Next meeting scheduled for Tuesday, June 14 at 1pm.

Mike Hicks, Chair

Lynn MacDonald, Recorder

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**

ANTHONY MORMINO

19101AN, 67" St. Cave Creek Arizona 85331, USA
Email: mormino1@aol.com, cell phone# 602 339 1545 Fax# 1 888 311 4860

May 27, 2016

RE: Alternate access to-from Sooke Road

TO: Steve Knoke, Seaparc Manager

FROM: Anthony Mormino

Dear Steve

As per our conversations regarding alternate access from my property to Phillips road, and or Seaparc alternate access to Sooke road.

I own the property at 6402-18 Sooke Rd that is just to the south and west of a currently unused portion of the Seaparc Leisure Complex property, formerly used as the septic field area for Seaparc. Since Seaparc is connected to city sewers this isolated small plot of land has not been in use for many years. This small triangle of land sits across the creek from Seaparc adjacent to my property.

I have recently re-visited the proposed development of my property with the District of Sooke. Sooke staff suggested our future residents would be better served if we had an alternate access to Phillips road for our future homes to avoid the safety issues related to increasing traffic leaving and entering Sooke Rd.

It may also be of benefit for Seaparc to also have an alternate access to Sooke Road in the event Phillips road was ever closed due to an emergency or serious accident at the intersection. Police, ambulance and fire trucks would be able to access Seaparc and the people at the Leisure Centre would also be able to exit using this alternate access. Obviously it would be a much more intense use with significantly more hourly trips if Seaparc decides Seaparc also needs an alternative exit.


We have an approved development permit and have no legal requirement from the District of Sooke to obtain access at this time, but it would be a significant benefit to the residents.

Attached is a map showing the area over which access could easily be developed. I do not know at this point what form the access would take, but I am willing to discuss a land acquisition, a road dedication, or the purchase of right-of-way or easement rights.

The first step for me is to determine if the Board is supportive of this concept. If it is, then a traffic consultant would have to be engaged to assist in developing the concept. I would like to be on your June 14, 2016 agenda for consideration of this access.

Please let me know details if we are on the agenda.

Thank you
Anthony Mormino

EXISTING
BASEBALL
DIAMOND 

EXISTING
BRIDGE
OVER THE
CREEK

SEMPACK
ENTRANCE

MORMINO
PROPERTY

LOTLINE

CREEK

FORMER
SEPTIC
FIELD

CRD
PROPERTY

EXISTING
DIRT ROAD

PROPOSED
ALTERNATE
ACCESS
PATH

PHILLIPS
ROAD

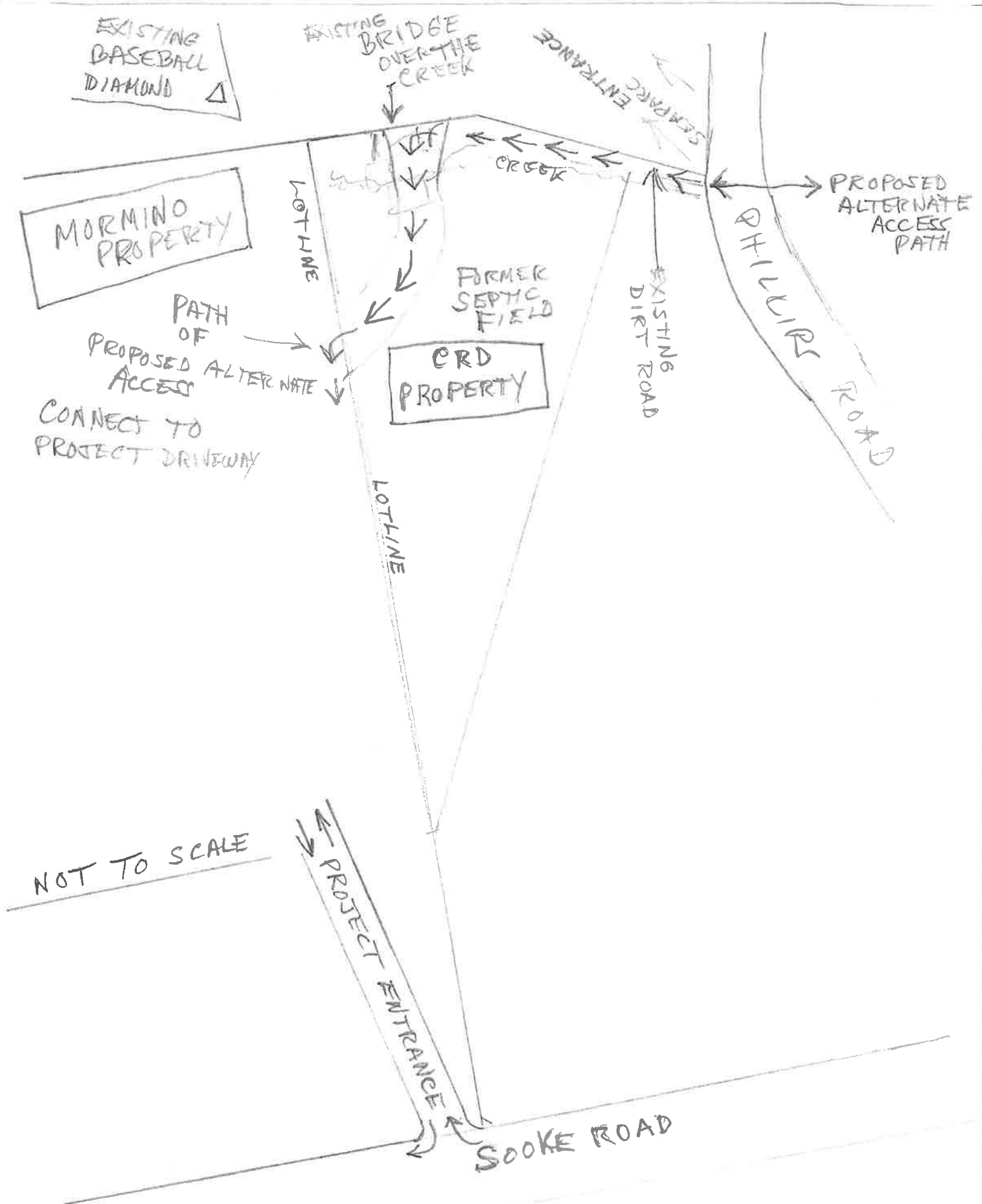
PATH
OF
PROPOSED ALTERNATE
ACCESS
CONNECT TO
PROJECT DRIVEWAY

LOTLINE

NOT TO SCALE

PROJECT ENTRANCE

SOOKE ROAD



CORRESPONDENCE



SEAPARC
RECEIVED
MAY 24 2016

May 17, 2016

Sooke and Electoral Area Parks and Recreation Commission (SEAPARC)
PO Box 421
Sooke, BC V9Z 1H4

Dear SEAPARC Commission members

Re: Sooke Fine Arts Society Rental Agreement

Thank you for approving a further four years rental term for the annual Sooke Fine Arts Show at the SEAPARC Leisure Complex, and for maintaining the rental rates at such a generous level. We appreciate this is a sizeable discount over standard rates offered to non-profits.

We are grateful that the rates/charges agreed to will allow the Sooke Fine Arts Society to have consistent rental costs through to 2020, providing stability and the confidence to budget and plan for the interim through to our 34th Anniversary Show.

The SFAS feels fortunate to have partnered with an organization that is as vested in the community and in public welfare as our vision expresses. We appreciate that SEAPARC recognizes the social and economic benefits the Sooke Fine Arts Show generates in our community, and supports the efforts of our 300 volunteers who take such pride in this community event.

It will be a pleasure to further our partnership as the legacy sculpture project proceeds, and we thank SEAPARC once again for supporting the installation of this public art on-site, by mid-2017.

Sincerely,

A handwritten signature in black ink, appearing to read "G. McGulre", with a long horizontal line extending to the right.

Geraldine McGulre
Board President, Sooke Fine Arts Society

cc: Steve Knoke, SEAPARC Manager

SBAPARC
RECEIVED

JUN - 7 2016

From: Mclvor, Marilyn [mailto:Marilyn.Mclvor@sen.parl.gc.ca]
Sent: Tuesday, June 07, 2016 9:17 AM
Subject: National Health and Fitness Day request for letter of support

Dear Supporters of National Health and Fitness Day,

Thank you for all the physical activity across the country on Saturday! The whole country was vibrating!!

Today I write to ask you for a letter of support for an application for \$500,000 from the Ministry of Heritage to celebrate Canada's 150th anniversary of Confederation through physical activity. The plan involves challenging more Canadians to get 150 minutes per week of physical activity for the four weeks between June 3, 2017 (National Health and Fitness Day) and July 1, 2017 (Canada Day) as their way of celebrating the sesquicentennial. I would be happy to send you the full proposal, on request, and have attached a short description plus a template for your letter.

Feel free to call me on 613 402 5154, if you have any questions,

Best regards,

Marilyn Mclvor, MN
National Health and Fitness Day project coordinator in the offices of
Senator Nancy Greene Raine
www.nhfd.ca
@NHFDcan

June 6, 2016

SEAPARC
RECEIVED
JUN - 6 2016

Steve Knoke
SEAPARC Manager
SEAPARC Leisure Complex

Dear Mr. Knoke:

RE: Travel Assistance Grant

Sooke Minor Fastball's U16 boys team will be representing Sooke in the BC Provincial Minor Fastball Championships in North Surrey July 1-3, 2016. Our team of 15 players, ages 15-16, is looking for support from organizations, businesses and individuals to help defray some of the costs of transportation.

As there are no other U16 boys teams on the island, the team will also be travelling to the lower mainland for tournaments in May and June. Families cover much of the cost of travel, meals and accommodations for these events themselves. To that end, we are requesting financial assistance from SEAPARC.

This is a wonderful opportunity for the team to make our community proud. Thank you for your consideration of this request. Please let me know if you require any further information.

Yours truly,

VIA EMAIL

Graham Arts
Manager
Sooke Boys U16 Fastball Team
grarts@gmail.com

NEW 7000 19

79117 #1

¹⁴
July

Cornac #5

Kurtis #3 Beau #4

Tack

Owen #1

Kobe
#17



#2

LAST PRACTICE MARCH 9 2016
HEADING TO PROVINCIALS
THANKS FOR ALL YOUR SUPPORT
SEAPARC

FROM: YOUR SOOKE PEEWEE A THUNDERBIRDS

Ryder #4

Don #16
Dimitri

STAFF REPORT(S)

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING JUNE 14, 2016**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

PROGRAM SERVICES:

Staffing

Recreation Coordinator Megan MacKeigan, will be on parental leave, effective July 1st for approximately four months. We would like to congratulate Megan and her husband William on the pending adoption of two siblings. We are in the process of filling this position in her absence.

Summer Camp staff have been hired. A very strong team has been secured including existing employees Arran Wass-Little, Brandon Gibb, Derek Powers, Dylan Marks, Holly Meyers, Matthew Miller, Morgan Gubersky, Samantha Law, Taylor Haisell, and Wyatt Church. New employees include Alysa McIntosh, Brooke Hansen, Gord Phillips, Janine Bradley, Kaleigh Johnson, and Kelly Houlahan. Thank you to Megan MacKeigan and Darcy Smith for their persistence through a challenging hiring process this year due to regional competition, as well as securing applicants who hold their CLASS 4 driver's license, in addition to having suitable experience and training.

We are in the process of hiring approximately seven new auxiliary Lifeguard/Instructors. A number of these applicants have been swimming and participating in SEAPARC programs since they were children.

Special Events

SEAPARC's Annual Garage Sale was held April 16. This is a popular event each year, with 70 tables sold. The Annual Family Arts Fair is held in conjunction with the garage sale, which is hosted by the District of Sooke and Sooke Community Arts Council.

The Sooke Rotary Auction was held at SEAPARC April 30, along with a sponsored free swim. The swim attendance was low this year. We will be working with the Rotary Club to increase attendance or revamp their sponsorship for 2017.

The BC Recreation Parks Association's "Move for Health Day" initiative took place May 10. Every year SEAPARC joins greater Victoria Recreation Centres in offering \$2 admission to all drop-in programs. We also receive a \$300 grant to support a free family drop-in dry floor activity which includes a variety of games, sport activities and bounce houses.

The Mud Run was held May 15. Over 80 children had a great time getting muddy with parents alongside cheering them on. This event has been so well received by the community that it is becoming a regular fixture in our event schedule, with the next one taking place in October. A lot of time and effort goes into ensuring the event's success. Thank you to Elizabeth Olsen and Jacklyn Evans on a job well done, as well as to all of the staff who worked the event.

Community Recreation

Another Pro-D Day Ziplining Camp was held on May 6 for youth 8-15 year olds. This camp was full with 18 participants and 6 on the waitlist. This camp is in partnership with AdrenaLINE Zipline Adventure Tours, who provide a discounted admission rate and transportation to and from SEAPARC.

Dry floor drop-in programs started the week of April 3. Attendance was minimal, with the exception of the afterschool "Kids Unplugged" program, which averaged nine participants each week, and one day with over twenty children participating.

Aquatics

The Grade 2 swimming program, sponsored by the Sooke Lions Club, is now finished for another school year. 174 Grade 2 students participate in this six week lesson program. We would like to thank the Lions Club for their continued support of this valuable program.

A Water Safety Instructor course took place this past month, with 17 people registered. This course provides the necessary training for individuals to teach swim lessons. Thank you to Aquatic Program Assistant Lindsay Brown for leading a well-organized course.

SEAPARC is working with the Tyee Swim Club to bring their program to SEAPARC in the fall. Island Swimming Club is no longer active in Sooke.

Monday night Water Polo continues to see increased participation. This program is led by Myles Wallace, a current SEAPARC employee. We would like to acknowledge Myles' for his continued efforts to ensure the success of this program which include obtaining two full size water polo nets at no charge to the centre. They were refurbished in Vancouver and delivered to SEAPARC at no cost.

ADMINISTRATION:

DeMamiel Creek Golf Course

The CRD will take possession of DeMamiel Creek Golf Course property at 5pm on June 14th 2016. Signage is to be installed indicating that the course is closed but will reopen in July. The anticipated opening date is July 5th 2016. We are planning a grand opening event that will start at 11am on the 5th. Currently the golf course is being maintained and will be ready for public use on July 5.

LED Lighting Project

The project to replace existing arena and pool lighting with LED lights is now underway. SEAPARC is attempting to complete as much of the project as possible during SEAPARC's annual shutdown (June 13-July 2). Due to BC Hydro grant processing, we are behind schedule and anticipate installation delays. Every attempt will be made to limit service interruptions to the public and our facility schedules.

Canada 150 Funding Opportunity

SEAPARC will be submitting an application for funding assistance to the CANADA 150 Community Infrastructure Program for \$500,000 towards a new fitness gym/multi-purpose room expansion. (see attached Jun 8, 2016 CRD Board Staff Report).

Eat, Play, Live Survey

A survey has been released asking facility users about their opinions on healthy food options. The survey is intended to help guide SEAPARC in developing healthy food policies. The survey can be found on the SEAPARC website: www.crb.bc.ca/seaparc.

Pool Shutdown

The annual pool shutdown will run from June 13-July 1 with pool reopening on July 2. Projects include change room privacy stall installation, pool filter replacement, sauna bench refinishing and facility cleaning/painting/flooring projects.

DeMamie Creek Trail Tour

The Sooke Parks and Trails Advisory Committee has requested a tour of the DeMamie Creek Golf Course site for future trail development potential. The tour will occur on June 20th at 1 pm.



Colleen Hoglund
Program Services Manager



Steve Knoke
SEAPARC Manager

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 8, 2016**

SUBJECT **Canada 150 Community Infrastructure Program Grant Application**

ISSUE

Capital Regional District (CRD) Board endorsement is required for application to the Canada 150 Community Infrastructure Fund.

BACKGROUND

As reported in the June 2016 CRD Grants Update Report, the Canada 150 Community Infrastructure Program (Canada 150 – Deadline of June 22, 2016) is now accepting applications. In keeping with the CRD Grant Process, three grant-eligible projects for Canada 150 have been identified. With the Canada 150 application window of May 24 to June 22, the June 8 CRD Board meeting is the only one at which the requisite Board endorsement can be obtained.

The grant program does not set a limit on the number of applications an organization can submit; however, it does require that multiple applications be ranked in priority order. A purposeful pursuit of this grant requires the CRD to focus its attention on Canada 150 objectives and criteria, as articulated in the Applicant Guide (Appendix A) and Frequently Asked Questions (FAQ –Appendix B). Staff developed ranking criteria accordingly to evaluate the best qualified projects: SEAPARC Leisure Complex Fitness and Multi-Purpose Space Addition (SEAPARC), Todd Creek Trestle Upgrade (Todd Creek), Ganges Village Harbour Walk and Pecks Cove Park Upgrade (SSI).

A comprehensive analysis of these three projects was undertaken (See Appendix C, D, E) and presented to the Finance Committee on June 1, along with the proposed criteria to rank the projects. The Finance Committee endorsed the ranking criteria and requested staff to proceed with the project ranking process in preparation for the June 8 Board meeting.

ALTERNATIVES

1. That the Capital Regional District Board authorize submission of applications to the Canada 150 Community Infrastructure Program for the following projects ranked in priority order:
 1. SEAPARC Leisure Complex Fitness and Multi-Purpose Space Addition
 2. Todd Creek Trestle Upgrade
 3. Ganges Village Harbour Walk and Pecks Cove Park Upgrade (SSI)
2. That the report be referred back to staff for more information.

IMPLICATION(S)

From the CRD's perspective, all three projects are worthy of participation in Canada 150. They align well with Board and corporate priorities and fit the Canada 150 criteria as per Appendix A.

Using the ranking criteria that the Finance Committee endorsed, key distinguishing features emerge as described in TABLE 1: Canada 150 Round 2 CRD Project Proposal Ranking.

TABLE 1: Canada 150 Round 2 CRD Project Proposal Ranking

PROJECT RANKING CRITERIA	WHICH PROJECT DOES IT BEST?			EXPLANATION WITH REFERENCE TO THE CANADA 150 FAQ
	SEAPARC	TODD CREEK	SSI	
Alignment with Canada 150 priorities				
Recreational facilities	✓			This project aligns most tightly with the Canada 150 definition. (FAQ 3, 4).
Advance a clean growth economy	✓			This project aligns most tightly with Canada 150 definition. (FAQ 5 – energy efficiency improvements through lighting system improvements is noted as an example).
Provide a positive impact on Indigenous communities and peoples	✓✓	✓	✓	SEAPARC is distinct from its competitors in that the proposed project will provide a facility to support recreational programming that enhances the health and lives of Indigenous peoples. NOTE: In keeping with FAQ 6, it will be important for SEAPARC to include letters of support from Indigenous communities to support the claim articulated in Q3 of Appendix C.
Matching funding availability				
Projects in the 5-year capital plan with matching funds => 50%	✓	✓✓	✓	SEAPARC grant ask is 28.6% of the project total SSI grant ask is 33% of the project total Todd Creek ask is 45% of the project total NOTE: Todd Creek Trestle was last upgraded in 1994; since then, Regional Parks has been saving funds for its upgrade; over that time period, the upgrade cost has continuously increased. The Regional Parks Service has been exemplary in its efforts since 2009 to pursue grant funding for this rehabilitation project.
Shovel readiness				
Documentation to demonstrate capacity for Fall 2017 completion	✓	✓	✓	All projects are equivalent. See Appendices C, D, E Canada 150 Priorities – Q.6 and Q8.
Legacy value				
Visible demonstration	✓	✓	✓	All projects are equivalent. See Appendices C, D, E Canada 150 Priorities – Q.4.
TOTAL	7	5	4	

On the basis of the above analysis, the three candidate projects are listed below along with the associated financial implications.

PROJECT	RANK	PROJECT COST	GRANT REQUEST	GRANT ASK AS A % of TOTAL COST
SEAPARC Leisure Complex Fitness and Multi-Purpose Space Addition	1	\$1,750,000	\$500,000	28.6%
Todd Creek Trestle	2	\$1,003,000	\$450,000	45%
Ganges Village Harbour Walk and Pecks Cove Park Upgrade	3	\$1,500,000	\$500,000	33%

CONCLUSION

Canada 150 grant program is now accepting applications. In keeping with the CRD Grant Process, grant-eligible projects have been identified and assessed. Three projects ranked in priority order are proposed. At its June 1 meeting, the Finance Committee approved the ranking criteria for the Canada 150 project proposals and directed staff to rank them accordingly.

The ranking process has been conducted according to the approved criteria. Board endorsement of the Canada 150 project proposals is required in order to proceed with the applications.

RECOMMENDATION

That the Capital Regional District Board authorize submission of applications to the Canada 150 Community Infrastructure Program for the following projects ranked in priority order:

1. SEAPARC Leisure Complex Fitness and Multi-Purpose Space Addition
2. Todd Creek Trestle Upgrade
3. Ganges Village Harbour Walk and Pecks Cove Park Upgrade (SSI)

Submitted by:	Rajat Sharma, B. Eng., MBA, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix A: Canada 150 Applicant Guide and Instructions

Appendix B: Canada 150 Frequently Asked Questions

Appendix C: SEAPARC Leisure Complex Worksheet

Appendix D: Todd Creek Trestle Worksheet

Appendix E: Ganges Village Harbour Walk and Pecks Cove Park Upgrade



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
REGULAR MEETING OF JUNE 14, 2016**

SUBJECT: Ice Allocation: 2016/17 Season

PURPOSE/ISSUE:

To recommend ice allocation for the 2016/17 season.

HISTORY/BACKGROUND:

Staff conducted an Ice Allocation meeting on Wednesday, May 18 to review requests for the 2016/17 ice season. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

The SEAPARC Manager presented a generic weekly schedule (Appendix B) along with special events and tournament dates. Sooke Minor Hockey Association's requested schedule adjustments were discussed with meeting attendees (outlined in Appendix A).

At their May 10, 2016 meeting, the Commission approved the Fees & Charges Bylaw for 2016/17. Ice rental rates will increase 1% effective September 1, 2016.

ALTERNATIVES:

1. Approve the generic weekly schedule as presented.
2. Do not approve the schedule.

SUMMARY/CONCLUSION:

The suggested schedules 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 2016/17 season is booked to near capacity.

RECOMMENDATION(S):

That the attached generic weekly schedule be approved.

Steve Knoke
SEAPARC Manager

APPENDIX A

**Capital Regional District
Ice Allocation Committee Meeting Notes
Held Wednesday, May 18, 2016 at 6 pm
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

Present: Commissioners: D. Bishop, J. Perkins
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
D. Davies, Clerk-Receptionist, L. MacDonald, Recorder
Public: 6

The meeting was called to order at 6:00 pm

The SEAPARC Manager outlined SEAPARC's Ice Allocation policy and presented the proposed ice schedule for the week of August 28-September 3, 2016. Items of note included:

- Dapp's Hockey Challenge camp Aug. 28-Sept. 1 (days)
- Sooke Minor Hockey Association (SMHA) Aug. 29-Sept. 1 (evenings)
- Rotary Grizzlies Game Sept. 3

The SEAPARC Manager presented the proposed regular ice schedule for 2016/17 and advised that there were no major changes from 2015/16. SMHA had requested the following changes to their regular ice bookings:

- Mondays – no ice
- Tuesday - 4:30-11pm
- Wednesday - 1.5 hours of ice (8:30-9:50pm)
- Thursday – 1 hr of ice (5:30-6:30pm)

SMHA's request would alter the regular Tuesday ice user schedule (ie. SEAPARC skate lessons, public skate, and adult hockey drop-in, Sooke Whalers men's team and Sooke Skating Club by moving their ice times to Monday.

The SEAPARC Manager explained inherent difficulties in moving SEAPARC programming to Monday given that it would result in back-to-back Sunday/Monday programs/lessons. Steve Millward, representing the Whalers, noted that the team normally plays reciprocal ice games on Mondays at other rinks. Sooke Skating Club, represented by Lindsay Haldane, would be interested in two hours of Saturday ice time currently used by SMHA. Dee Vivien, SMHA President responded that this may be possible in future if alternate game ice could be secured at another facility.

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

- **Remembrance Day Weekend (Female Fall Face Off)**
Thursday, Nov. 10 4-9pm
Fri-Sun, Nov. 11-13 7am – 9pm
- Santa Skate - Sunday, Dec. 18
- SD 62 Christmas Break Dec. 19-30
- Christmas Eve – Saturday, Dec. 24 closed @ 3:30 pm
Christmas Day - Sunday, Dec. 25 closed
Boxing Day – Monday, Dec. 26 closed (corporate/private rentals only)
New Year's Eve - Saturday, Dec. 31 closed @ 3:30 pm
New Year's Day - Sunday, Jan. 1 closed
- **Spring Break Tournaments (Novice & PeeWee)**
March 18-20 7am – 8pm
March 24-26 7am – 8pm

- Ice out date is dependent on results of SMHA application to host Midget A Provincials and additional ice requirements.

List of available ice times will be made available.

The SEAPARC Manager reviewed the following:

- Commission approval of 1% increase in 2016/17 rental rates effective September 1, 2016
- 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.
- Debby Davies asked that ice users please submit two contact names with their contracts.
- 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.
- SEAPARC is participating in a UVIC's "Eat, Play, Live" program to encourage recreational facilities to provide more healthy food options. Facility users will be asked to complete a survey on the food choices they would like to see at SEAPARC.

The meeting adjourned at 6:35 pm

APPENDIX B

PROPOSED 2016/2017 Ice Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	Open	SMHA	SMHA	SMHA	SMHA	SMHA	Open
6:30	6 - 7	6 - 7	6 - 7	6 - 7	6 - 7	6 - 7	6 - 7
7:00	SMHA	Ice	Ice	Ice	Ice	Ice	SMHA
7:30	7 - 950	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	7 - 820
8:00		7 - 830	7 - 930	7 - 830	7 - 930	7 - 9	
8:30		Journey		Journey			
9:00		830 - 945		830 - 945			
9:30			EMCS		EMCS	915 - 1030	
10:00	Program Ice		930 - 11		930 - 11		
10:30	10 - 1120					Open	
11:00		Journey	Toonie Skate	Journey	Public Skate	1045 - 1145	
11:30	Public Skate	1045 - 1215	1115 - 115	1045 - 1215	1115 - 115		
12:00	1130 - 1250					EMCS	
12:30		Open		Open		12 - 130	
1:00	SMHA	1230 - 250	EMCS	1230 - 230	EMCS		
1:30	1 - 620		130 - 245		130 - 245		
2:00						Youth Hockey	
2:30				Program Ice		2 - 350	
3:00		Family Hockey		230 - 420			
3:30		3 - 350			Program Ice		
4:00		SMHA	Program Ice		320 - 420	SMHA	
4:30		4 - 11		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	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 - 1130	10 - 1100	10 - 1130	10 - 1130	10 - 1130
11:00							
11:30							

August 29 - Sept 1, 2016

Time	Sunday 28	Monday 29	Tuesday 30	Wednesday 31	Thursday 1	Friday 2	Saturday 3
6:00							
6:30							
7:00							
7:30							
8:00							
8:30	Dapp's Hockey	Dapp's Hockey	Dapp's Hockey	Dapp's Hockey	Dapp's Hockey		
9:00	830 - 2	830 - 2	830 - 2	830 - 2	830 - 11		
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
1:30					130 - 430		
2:00							
2:30							
3:00	3 - 430	3 - 430	3 - 430	3 - 430			
3:30							
4:00							
4:30							
5:00		SMH	SMH	SMH	SMH		
5:30		5 - 930	5 - 930	5 - 930	5 - 930		
6:00							Rotary
6:30							grizzlies
7:00							game
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							