



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Tuesday, September 13, 2016 at 1 pm

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes:
 - a) June 14, 2016 Regular Meeting
4. Correspondence:
 - a) Rotary Club of Sooke – Junior A Hockey Game Ice Rental
5. Chair's Report
6. Directors' Report
7. Staff Reports
 - a) 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, June 14, 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), D. Bishop,
R. Kasper (Sooke Director), K. Reay (Alternate Councillor)
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary,
C. Hoglund, Program Services Manager
Absent: B. Berger, P. Grove, J. Perkins (Vice-Chair)
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:18 pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

MOVED by Director Kasper, **SECONDED** by Commissioner Bishop that the minutes of the May 10 and 24, 2016 meetings be adopted.

CARRIED

4. DELEGATION

a) Anthony Mormino – Request for Road Access re: 6402/6418 Sooke Road

Mr. Mormino, owner of 6402/6418 Sooke Road, is seeking one-way road access (via easement, right-of-way, purchase or trade for property) from his planned residential development through SEAPARC property to Phillips Road. Cars exiting the development on to Sooke Road will be limited to "right turn only". Mr. Mormino noted that the suggested access road is not mandatory for the development to proceed but would provide residents with the option to turn left on to Sooke Road at the Phillip's Road intersection. A drawing provided by Mr. Mormino shows the proposed access road running alongside Stan Jones Field and via the current Multi-use Connector trail to the SEAPARC main entrance. Mr. Mormino suggested that the road way would be mutually beneficial as it could be used for emergency access to Sooke Road as well as for pedestrian use.

MOVED by Director Kasper, **SECONDED** by Commissioner Reay that the matter be referred to SEAPARC/CRD staff with a report back to the Commission at a future meeting.

CARRIED

5. CORRESPONDENCE

a) Sooke Fine Arts – Art Show Rental Agreement

MOVED by Director Kasper, **SECONDED** by Commissioner Bishop that the correspondence be received.

CARRIED

b) National Health & Fitness Day – Request for Support

MOVED by Director Kasper, **SECONDED** by Commissioner Bishop that a letter of support be sent to National Health & Fitness Day project coordinators.

CARRIED

c) Sooke Fastball U16 Boys - Travel Assistance Request

MOVED by Director Kasper, **SECONDED** by Commissioner Reay that \$400 be provided to the Sooke Fastball Association U16 Boys team to assist with travel to the provincial championships being held in Surrey July 1-3, 2016.

CARRIED

d) Sooke PeeWee A Thunderbirds – Team Photo

Photo & thank you for \$400 travel assistance grant provided for team to attend provincial championships this past March in West Vancouver.

6. CHAIR'S REPORT

7. DIRECTORS' REPORT

8. STAFF REPORTS

a) Staff News

PROGRAMS:

Recreation

Recreation Coordinator Megan MacKeigan will be on a four month parental/adoption leave effective July 1, 2016. Hiring is currently underway to fill her position.

Summer Camp hiring is now complete with a number of new and returning employees. Seven new Auxiliary Lifeguard/Instructors staff are in the process of being hired.

Recent special events included the highly popular Annual Garage Sale, Sooke Rotary Auction, BC Recreation & Parks Association "Move for Health Day".

SEAPARC's annual "Mud Run" was held on May 15 with over 80 children registered. Thank you to Elizabeth Olsen and Jacklyn Evans for organizing and all the staff who worked at the event.

Aquatics

Grade Two swim lessons sponsored by the Sooke Lions Club saw 174 students participate in the six week program.

Monday night Water Polo led by Myles Wallace continues to be extremely popular with increased participation.

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

ADMINISTRATION:

De Mamiel Creek Golf Course

SEAPARC/CRD will take possession of DeMamiel Creek Golf Course on June 14, 2016. The course will open on July 5 with a grand opening event beginning at noon including a BBQ. The SEAPARC Manager recognized the extraordinary efforts of staff to get the course ready for summer opening. A contractor has been hired to maintain the greens and fairways with SEAPARC staff responsible for all other maintenance. Auxiliary Golf Course Host positions are currently posted.

LED Lighting Project

Replacement of the existing arena and pool lighting with LED lights/control system will begin during pool shutdown (June 12-July 2). Parts of the installation may be delayed due to fixture delivery but every attempt will be made to limit service interruptions to public. Total project cost is \$178,000 including \$35,000 BC Hydro grant.

CANADA 150 Grant Opportunity

An application for funding assistance is being submitted to the CANADA 150 Community Infrastructure Program for \$500,000 towards construction of a new fitness gym/multi-purpose room expansion. The CRD Board approved the submission and ranked the SEAPARC project as the District's number one priority application.

Eat, Play, Live Survey

As part of SEAPARC's participation in the "Eat, Play, Live" initiative to provide more healthy food options at recreation facilities, an opinion survey is now available on the SEAPARC website and at Reception that will assist staff in developing healthy food policies.

b) Staff Report – Ice Allocation 2016/17 Season

The SEAPARC Manager spoke to the report advising that the 2016/17 Ice Allocation meeting was held on May 18, 2016. Few changes will be made from the 2016/17 scheduled. Items of note:

- Sooke Minor Hockey Association had requested changes to their ice times including no ice times on Monday and increased ice times on Tuesday, Wednesday and Thursday. Given the difficulties in moving SEAPARC programming and other ice users, the request was declined.
- At the May 10, 2016 SEAPARC meeting, the 2016/17 Fees & Charges Bylaw was approved including a 1% ice rental rate increase effective September 1, 2016.

MOVED by Director Kasper, **SECONDED** by Commissioner Bishop that the Commission receive the Staff Report.

CARRIED

9. PUBLIC QUESTION PERIOD

10. ROUND TABLE

11. ADJOURNMENT

The regular meeting adjourned at 2:27 pm.

Next meeting scheduled for Tuesday, July 12 at 1pm.

Mike Hicks, Chair

Lynn MacDonald, Recorder

CORRESPONDENCE

Email correspondence:

SEAPARC
RECEIVED
AUG 24 2016

From: Neil Flynn
Sent: Wednesday, August 24, 2016 7:48 AM
To: Lynn MacDonald <Imacdonald@crd.bc.ca>
Cc: Steve Knoke <sknoke@crd.bc.ca>; directorjdf <directorjdf@crd.bc.ca>
Subject: SEAPARC Arena rental

Lynn MacDonald, Administrative Secretary

The Rotary Club of Sooke is once again bringing Junior A Hockey to Sooke. The SEAPARC Arena has been reserved for this event on the evening of September 3, 2016.

Rotary presents this as a Community Event, bringing Junior Hockey to the families of the Sooke area at a very affordable price. All proceeds from this event will be directed to Youth Programs in the Sooke / Juan de Fuca area.

On behalf of the Rotary Club of Sooke and the Community, I am requesting that SEAPARC make the arena available for this event at no cost. This gesture would further enhance the ability of Rotary to support the youth in our community.

Any assistance towards the success of this event would be very much appreciated.

Sincerely,

Neil Flynn

Sooke Rotarian

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING SEPTEMBER 13, 2016**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

PROGRAM SERVICES:

Staffing

Darcy Smith accepted the four month term Recreation Coordinator position replacing Megan McKeigan who is on parental leave until November 7, 2016. Desirae Meija is serving as Recreation Assistant during this period.

Tara Seeburger has been hired as the new ECE Preschool Instructor. Tara has been working for SEAPARC since 2012 in the Licensed Preschool as the Assistant Preschool Instructor. Samantha Law and Alysa McIntosh have been hired as the ECE Assistant Preschool Instructors.

Other recent hires include:

- 4 auxiliary Golf Course Hosts employed June-October
- 7 Skate Instructors
- 1 Skate Park Host.
- 8 new Lifeguard/Instructors

Thank you to Elizabeth Olsen and Lindsay Brown for their efforts in completing a lengthy and involved aquatic department orientation process.

Special Events

SEAPARC hosted a free Olympics Themed Fun Swim on August 20th, as a result of receiving a PARTICIPACTION Grant. Approximately 100 people attended. Activities included water polo, javelin and kayaking. Healthy snacks were provided as well.

Community Recreation

62 camps were offered this summer. The SEAPARC Adventure Camps were at maximum capacity most of the summer. The Wild Trekkers Camp for ages 9-13 was introduced this year, and was a great success, with full registration each week.

The free Play in the Parks program was once again offered this year 5 days per week. The Rotary Club of Sooke provided financial support to assist with the purchase of program equipment and supplies.

The Camp Volunteer 101 course was offered in June, with nine youth registered. Eight of those participants volunteered in summer camps for an average of 30-60 hours each.

We would like to commend Darcy Smith, Desirae Meija, along with the camp staff and volunteers, for going above and beyond expectations in leading a fantastic summer for Sooke youth.

Aquatics

Summer swim lesson registration numbers were steady, however we experienced a lower than expected enrollment this year with 203 registered compared to 267 in 2015.

Afternoon Fun Swims were held each day throughout July and August. These swims offer a variety of themes and activities for children and families to enjoy and were very well attended. Both large pool inflatables were put out in the pool regularly throughout the summer.

Sixty Summer Splash Passes were sold. This pass provides youth ages 7-18 years with unlimited access to the pool for the summer for just \$31.50.

Administration

DeMamiel Creek Golf Course

The new golf course service has now been in operation for 10 weeks. The course has been well received by local golfers. A seniors day and family evening was implemented in August providing increased opportunities for access and use. October 2nd 2016 will be the last day of operation for the 2016 season. The anticipated opening date in the spring of 2017 will be May 1st. Challenges have arisen during the operation of the service. Water storage and irrigation are the most significant. An additional water pump was temporarily installed to access additional water storage on the grounds. The 2017 capital plan includes investment that addresses water storage and irrigation.

SEAPARC Project Updates:

- LED Lighting project is 70% complete. The exterior lights and pool lights will be completed next for an anticipated completion date of November 1st
- The Pool Natural Gas Boiler retrofit is now underway and is expected to be complete by November 1st.
- Perfect Mind Software implementation is underway and is expected to be online and operational in December of 2016
- Skate Park Repair Station has received and is ready to install. This station has been made possible through the CRD People Power Program, funded in part by the Victoria Foundation and the Traffic Safety Commission.
- Sound system upgrade is complete
- Stan Jones field soil exchange is complete
- Quotes are being received for the proposed EV car changing station in the SEAPARC parking lot

Sooke Fine Arts Show (submitted by C. Keogan, SFAS Executive Director - Catherine Keogan)

SFAS had their 30th anniversary celebration - attendance was steady at 8000. The kids' day was a success - approximately 100 kids attended the planned activities, and all told there were an estimated 300+ kids through the door throughout the show. The youth art gallery featured roughly 100 works by local students and more than 20 of them sold - in fact, many more would have sold if they had been available for sale! That was extremely gratifying to some of the young artists who felt a new sense of professional pride in their work.

SFAS awarded two scholarships of \$750 each this year to EMCS students pursuing studies in the arts, as well as the Vern Moore award for volunteerism in the arts, all of it part of our continued effort to support and encourage the next generation of creative talents.

Other News:

A Travel Assistance Grant of \$200 was provided to Nin Dougall and Ryan Parkhouse to assist with their participation in the Canadian Fastball Championships this summer.

SEAPARC patron Dr. John Green passed away on August 21, 2016. Dr. Green was a frequent visitor to the pool and walking group participant who is fondly remembered by both staff and patrons. In his memory, Dr. Green's family suggested donations could be made to SEAPARC.

John Topolinki, Rotary Club of Sooke President, extended a thank you to SEAPARC staff for their assistance with the September 3 Grizzlies Game. Approx. 360 people attended the Rotary fundraising event. Mr. Topolinki thanked staff "for so competently handling ticket sales, the Concession, keeping everything tidy and from comments that I overheard, having Great Ice!".

The SEAPARC Manager would like to thank Councillor Rick Kasper for his contributions to SEAPARC during his tenure as the District of Sooke's CRD Director. A great deal was accomplished during the time Councillor Kasper was on the Commission including the referendum and purchase of DeMamiel Creek Golf Course. His wealth of knowledge and advice was very much appreciated.



Colleen Hoglund
Program Services Manager



Steve Knoke
SEAPARC Manager