



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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

General Meeting, SEAPARC Boardroom

Tuesday, December 13, 2016 at 1 pm

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes:
 - a) October 18, 2016 Regular Meeting
4. Correspondence
 - a) BC CANADA 150 - Grant Application
 - b) District of Sooke - 2017 Appointments to SEAPARC
5. Chair's Report
6. Directors' Report
7. Youth Member Report
8. Unfinished Business
 - a) Meeting Dates/Times
9. Staff Reports
 - a) Staff News
 - b) Staff Report: Commission Volunteer & Long Service Recognition Policies
10. Public Question Period
11. Round Table
12. Motion to Close the Meeting:

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 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.

(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.
13. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Wednesday, October 18, 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), M. Tait (Sooke Director), B. Berger, J. Perkins (Vice-Chair), A. Wass-Little
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary, C. Hoglund, Program Services Manager
Absent: D. Bishop, P. Grove
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:04 pm.

2. ADOPTION OF AGENDA

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

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Perkins, **SECONDED** by Director Tait that the minutes of the September 13, 2016 meeting be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair welcomed Arran Wass-Little to the Commission as the Youth Member for 2016/17. Arran is a Grade 11 French Immersion student at EMCS who participated in the "Forum for Young Canadians" in Ottawa earlier this year and is a long-time Sooke Fastball Association player.

5. DIRECTORS' REPORT

6. YOUTH MEMBER REPORT

7. STAFF REPORTS

a) Staff News

PROGRAMS:

Community Recreation

The annual "Taste of SEAPARC" was held the first week of September, allowing patrons to try out a class or program for free prior to registering. 86 people took advantage of the opportunity.

SEAPARC is participating in the CRD People Power Initiative, which focuses on motivating, supporting and encouraging residents to safely walk, roll and cycle more often. SEAPARC was the recipient of a \$5,000 grant to host three Bike Skills workshops for youth in September.

This year's "Safe Halloween" event has been cancelled. Community partners involved in running past events, including the Rotary Club of Sooke, Sooke Fire Fighters Association and SEAPARC, made the determination given the ongoing challenges involved in garnering volunteer commitment as well as securing resources and an appropriate location. The event had been downsized over the past few years and held at several different locations. The Manager noted that a variety of events

are being held Halloween week including SEAPARC swims/skates and the Otter Point Fire Department annual bonfire & fireworks at Camp Bernard.

ADMINISTRATION:

Registration Software

Staff training is underway on the new "PerfectMind" registration software being implemented by area recreation facilities this fall. Expected to "go live" at the end of November/beginning of December, the software will offer online and smartphone registration/purchase capability. Several new items of hardware will be required (scanners, receipt printers and tablets) to replace what is currently in use. \$8,000 from the Equipment Replacement Fund to be allocated for purchase.

Golf Course House Rental

The house is currently advertised on Used Victoria for a one year lease at \$1,800 per month plus utilities.

EV Charging Station

The SEAPARC Manager reported that the estimated cost to install an electric vehicle charging station, including 2x 60amp chargers, is \$7,000 including installation. Staff to prepare a staff report for presentation at a future meeting.

MOVED by Commissioner Wass-Little, **SECONDED** by Director Tait that the Staff News be received for information.

b) 2017 Service Plan

CARRIED

The SEAPARC Manager reviewed the 2016-19 SEAPARC Service Plan. The plan has been updated to include operation of the DeMamiel Creek Golf Course service for 150 days (May 1–Oct.1) in 2017.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Berger that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the SEAPARC Service Plan be approved as presented and direct staff to prepare the 2017 Financial Plan in accordance with the approved service plan.

c) 2017 Budget

CARRIED

The SEAPARC Manager provided an overview of the 2017 operating budget including:

• 2017 Reserve Fund Summary:

Capital Reserve Balance	\$ 1,048,811
Equipment Replacement Fund	25,796
Reserve Funds (estimated)	<u>\$ 1,074,607</u>

• Major 2017 Capital Items include:

Facility Expansion*	\$1.25 million (500k Grant Funded)
Golf Course Pond Pump	\$ 5,000
Golf Course Irrigation Pump	\$ 6,000
Pool Filters	\$ 20,000
Pool Roof Repair	\$138,000

• 2017 Requisition (estimated)	\$2,667,750
Percentage increase over prior year:	2.27%

*2017 Facility Expansion subject to successful Canada 150 Grant.

MOVED by Commissioner Berger, **SECONDED** by Director Tait that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the SEAPARC 2017 budget be approved as presented.

CARRIED

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

10. ADJOURNMENT

The regular meeting adjourned at 2:25 pm.

Next meeting scheduled for November 8 @ 1pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

CORRESPONDENCE

Email correspondence:

From: BC Canada150 / Canada150 CB (WD/DEO) [<mailto:wd.bccanada150-canada150cb.deo@canada.ca>]

Sent: Thursday, November 24, 2016 10:04 AM

To: Steve Knoke <sknoke@crd.bc.ca>

Subject: Canada 150 Community Infrastructure Program Application / Appel de propositions du Programme d'infrastructure communautaire de Canada 150



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

Hello Mr. Knoke,

Re: Expand the SEAPARC leisure complex in Sooke

Reference Number: C008764

Thank you for submitting your application to Western Economic Diversification Canada (WD) under the Canada 150 Community Infrastructure Program. WD received many excellent applications; however, the demand for funding greatly exceeded available funds.

WD has assessed applications based on the program criteria outlined in the application guide. Funds have now been fully allocated and we regret to inform you that we are unable to fund your project.

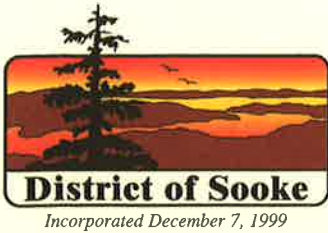
Thank you for your interest in the Canada 150 Community Infrastructure Program.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Western Economic Diversification Canada
Diversification de l'économie de l'Ouest Canada
Government of Canada | Gouvernement du Canada
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Canada





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File No. 0360-01

November 28, 2016

VIA EMAIL lmacdonald@crd.bc.ca

SEAPARC
RECEIVED
DEC - 6 2016

Lynn MacDonald
Administrative Secretary
Sooke & Electoral Area Parks and Recreation Commission
2168 Phillips Road
PO Box 421
Sooke, BC V9Z 1H4

Dear Ms. MacDonald,

**Re: District of Sooke 2016 Appointment to
Sooke & Electoral Area Recreation Commission (SEAPARC)**

This letter is to advise that at its November 28, 2016 Regular Council meeting, the District of Sooke Council re-appointed **Councillor Bev Berger** as Council Member to the Sooke Electoral Area Recreation Commission for a on-year term commencing January 1, 2017. **Councillor Kerrie Reay** was also re-appointed as the Alternate Council Member to the Sooke Electoral Area Recreation Commission for the year 2017.

We trust you will find the above to be in order, however if you have any questions, please do not hesitate to contact me at 250-642-1622.

Sincerely,

Patti Rear
Deputy Corporate Officer

cc: Brent Reems, CRD

STAFF NEWS



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

SUBJECT: Staff News

PURPOSE/ISSUE: Information

PROGRAM SERVICES:

No report this month.

ADMINISTRATION:

Canada 150 Grant – Fitness Expansion

Western Diversification has followed up with the CRD and provided the following feedback:

- CRD applications were considered very strong and complete;
- A key factor in declining these applications is that the CRD was successful in getting a \$500,000 grant in Round 1
- Demand for funding was huge (\$320M in asks; \$46.2M to distribute); the average amount granted was approximately \$140,000;
- The list of grant awards will be public in early 2017;
- The grants awarded were designed to balance out the funding distributed to western economic development regions and by population;
- Strategically, a good approach with these programs is to submit a combination of projects – 1 with a larger ask and 1 with a smaller ask. That way, if there is too much demand on funding, a smaller project still has a chance of being funded.
- There will not be another funding call of this nature in the near future.
- In 2015, the CRD was in the top 8% of grant recipients (236) who received the maximum grant amount of \$500,000. This grant was awarded for an upgrade to the Panorama Recreation Center.

Removing \$500k from the project budget will have a significant impact on the size of the addition. SEAPARC will revisit the project and adjust the scope accordingly. Once more information on estimates are present, a staff report will be prepared for consideration.

Golf Course

The house at DeMamiel Creek Golf Course has now been rented. The new tenants move in on December 15 2016. The tenants have agreed to a one year lease that will expire in December 15, 2017.

The SEAPARC Manager met with the Westshore Parks and Recreation (WSPR) Administrator to discuss the possibility of accessing staff and equipment resources for the 2017 golf season. WSPR was supportive and indicated that working together made sense. Further discussions would need to take place.

The trailer/office is experiencing structural issues and will require attention prior to course operation. A sea-can may be a viable option as they are secure and can be customized for our operation. This would include storage, vending, and a small office.

The final charges have been processed on SEAPARC's 2016 purchase of the DeMamiel Golf Course. The following closing costs are items that had not been included in the \$25,000 referendum/closing costs budget.

• District of Sooke Property Tax	\$3,334.38
• Due Diligence for Environmental	1,461.82
• Due Diligence on House	1,332.50
• Due Diligence on Valuation	<u>856.00</u>
TOTAL	\$6,984.70

Chamber of Commerce Membership

SEAPARC is interested in joining the Sooke Region Chamber of Commerce as a Non-Profit Member. The intent is to work with the Chamber and access business support for further business development at SEAPARC. Annual membership cost is approximately \$70 and comes with a host of benefits including:

- Valuable marketing exposure
- Access to business coaching, information and counseling services
- Participation in business education sessions, networking and social events

Co-op Student – Asset Management

SEAPARC is seeking a co-op student to assist with the implementation of a preventive maintenance program and asset management. The student's primary duties will be to inventory current assets and document their condition. This information will assist in capital planning and ensure SEAPARC qualifies for future grant opportunities.

Registration Software (PerfectMind) Update

On December 5th 2016 SEAPARC launched the new registration software. SEAPARC staff have been working diligently on a seamless transition for all our customers. The new software has been performing and we are now accepting program registrations online for the first time. The move to the new software has been hard work and its success is largely due to a very hardworking dedicated team that work together to solve many challenges.

Electric Charging Station

SEAPARC is participating in the fleet Champion Program Infrastructure Incentive offered by the Fraser Basin Council. The first step is a site assessment. The assessment costs \$495 and is reimbursed through the program. Once the assessment is complete SEAPARC can access grant funding for installation of an EV charging station up to 33% to a maximum of \$2,000.



Steve Knock
SEAPARC Manager

STAFF REPORT(S)



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, DECEMBER 13, 2015**

SUBJECT

Commission Volunteer & Long Service Employee Recognition Policies

ISSUE

Recognition of long service employees (ie. 5, 10, 15 and 20 years) and non-elected community volunteer Commission members.

BACKGROUND

At the December 2, 2015 meeting of SEAPARC, a verbal report on the implementation of an employee long service recognition policy was presented by the Manager. The proposed policy would see employees recognized in the form of certificates/cards for those who have achieved five years of service with those employed for 10 years receiving a gift card valued at \$50 and those employed for 15 years and 20 years receiving a gift card valued at \$100.

The SEAPARC Chair noted that the annual Commission Appreciation Dinner had not been held for several years and that the annual budget of \$1,200 for the dinner could be utilized for employee recognition as well as recognition for non-elected community volunteer members of the Commission in the form of \$100 gift certificates to a local restaurant each year.

The Commission approved both proposals for recognition in 2015 and requested that formal policies be developed.

ALTERNATIVES

That the Sooke & Electoral Area Parks and Recreation Commission:

1. Recommend that:
 - a) Policy No. F-200.8 "Annual Dinner" be rescinded (Appendix A)
 - b) Policy No. C-300.18 "Commission Volunteer Recognition" be adopted (Appendix B)
 - c) Policy No. P-700.4 "Employee Long Service Recognition" be adopted (Appendix C)
2. That the SEAPARC Commission receive the report for information.

ECONOMIC IMPLICATIONS

No additional costs involved as funds currently budgeted would be utilized.

CONCLUSION

Reallocation of existing Commission Annual Dinner funds will allow both long service employees and Commission volunteers to be recognized on an annual basis.

RECOMMENDATION(S)

That the Sooke & Electoral Area Parks and Recreation Commission:

1. Recommend that:
 - a) Policy No. F-200.8 "Annual Dinner" be rescinded
 - b) Policy No. C-300.18 "Commission Volunteer Recognition" be adopted
 - c) Policy No. P-700.4 "Employee Long Service Recognition" be adopted



Steve Knoke
SEAPARC Manager

WRITERS INITIALS: LM

Attachments: Appendix A (Annual Dinner, Policy F-200.8)
Appendix B (Commission Volunteer Recognition, Policy C-300.18)
Appendix C (Employee Long Service Recognition, Policy P-700.4)

APPENDIX A

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: F - 200
POLICY NO.: F - 200.8

SUBJECT: FINANCIAL - Dinner, Annual

1. The Commission may host an annual dinner for its members in order to provide recognition of the many hours of volunteer service contributed by those members throughout the year.
2. Funds for the annual dinner will be provided as set out in the Budget.
3. A modest amount of table wine (or beer) may be paid for from the funds set out in the Budget. However, any other alcoholic beverages consumed are excluded and must be paid by some other party.

Authorized by Resolution
Effective Date: December 9, 1996

Revision Date: February 15, 2012

APPENDIX B

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SUBJECT: C - 300
POLICY NO.: C - 300.18

SUBJECT: COMMISSION – Commission Volunteer Recognition

1. To provide recognition for the many hours of volunteer service contributed by community volunteer appointees to the Commission.
2. A \$100 gift certificate to a local restaurant will be presented annually to each volunteer appointee to the Commission (non-elected).
3. Policy No. F-200.8 (Annual Dinner) providing funds for an annual dinner for Commission members will be rescinded.
4. The \$1,200 “Annual Dinner” budget will be reallocated to cover costs related to both Employee Long Service Recognition and Commission Volunteer Recognition (Policy P-700.4)

Authorized by Resolution
Effective Date: February 11, 2016

Revision Date:

APPENDIX C

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: P -700
POLICY NO.: P - 700.4

SUBJECT: PERSONNEL – Employee Long Service Recognition

1. To provide recognition of those SEAPARC employees who have achieved their 5th, 10th, 15th or 20th anniversaries of continuous employment:
 - a. \$1,200 will be allocated annually to fund the purchase of recognition gifts and an annual staff social where awards will be presented.
 - b. The \$1,200 “Annual Dinner” budget will be reallocated to cover costs related to both Employee Long Service Recognition and Commission Volunteer Recognition (Policy C-300.18)
 - c. Policy No. F-200.8 (Annual Dinner) providing for an annual dinner for Commission members will be rescinded.
 - d. The Chair will announce the names of employees being recognized each year at a SEAPARC meeting.
 - e. Staff will be recognized as follows:

Anniversary	Award	Value
5 years	Certificate	n/a
10 years	Certificate and gift (or gift card)	\$50
15 years	Certificate and gift (or gift card)	\$100
20 years	Certificate and gift (or gift card)	\$100

Authorized by Resolution
Effective Date:

Revision Date:
