

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, October 19, 2017  
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), B. Berger, D. Bishop, P. Grove,  
J. Perkins (Vice-Chair)  
Staff: L. Hutcheson, General Manager, Parks & Environmental Services,  
S. Knoke, SEAPARC Manager, C. Hogle, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: M. Tait  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:02 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Perkins that the agenda be adopted.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the minutes of the July 20, 2017 meeting be adopted.

**CARRIED**

**4. CORRESPONDENCE**

**a) Sooke Fine Arts Society – “Gift of Salmon” Sculpture**

Review of letter offering transfer of ownership of the newly installed “Gift of Salmon” sculpture to SEAPARC.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Berger that SEAPARC will take ownership of the “Gift of Salmon” sculpture, not insure it separately and staff will notify Sooke Fine Arts Society of this decision.

**CARRIED**

**b) Sooke Minor Hockey – Coaches’ Game**

Review of letter requesting donation of ice time for Sooke Minor Hockey Association’s annual Coaches’ Game on November 24, 2017 from 7-10pm. The annual event serves as a fundraiser with 100% of funds raised being provided to a local family in need.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that SEAPARC will donate ice time to Sooke Minor Hockey as requested for their Coaches’ Game on November 24, 2017 provided Sooke Minor Hockey can come to a mutual agreement with the “Blunderbirds” team for the 8:30-10pm ice slot.

**CARRIED**

**5. DIRECTORS’ REPORT**

## 6. NEW BUSINESS

### a) Staff Report – 2018 Service Plan Review & Budget Approval

The SEAPARC Manager reviewed the 2018 Service Plan and Budget in his presentation including:

- 2018 major capital items:

Facility Expansion (\$1.25 million Grant Funded)	\$ 2.75 million
Network / Phone Upgrade	\$ 40,000
Golf Course Irrigation	\$ 45,000
Pool Roof Portion	\$ 170,000

Note: 2018 Facility Expansion is subject to UBCM Strategic Priorities Gas Tax Grant Funding (\$1.25m)

- 2018 Requisition (estimated) \$ 2,712,990
- Recommended percentage increase over prior year: 1.70%

Discussion points included:

- Fitness gym expansion & grant application
- Population growth & increased service demands
- Aging infrastructure
- Projected surplus

Further discussion followed regarding utilizing any potential 2017 surplus (currently projected to be approximately \$45,240) to reduce the proposed 1.7% requisition increase in 2018 rather than transferring surplus funds to the Capital Reserve Fund as proposed.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that the Sooke & Electoral Area Parks and Recreation 2018 Service Plan and Budget be approved as presented and any 2017 surplus up to \$45,240 be used to offset the 2018 requisition.

**CARRIED**

## 7. STAFF NEWS

### Seniors Programs

SEAPARC is working to increase health and recreation opportunities for seniors, and as such we have partnered with local organizations to offer educational sessions in the SEAPARC Board Room. These sessions are being funded by a New Horizon's Grant secured by the local Seniors Drop-in Society and Sooke Region Volunteer Centre. This is proving to be a great opportunity to increase our connection and involvement with local senior serving organizations.

### Summer Camps

SEAPARC offered over fifteen different summer camps options throughout the summer for children ages 3-16 years. Camps were well attended and SEAPARC has received excellent feedback with regards to the variety and quality of our camps.

### SEAPARC Golf Tournament

SEAPARC hosted a four person, 9 Hole best ball golf tournament on August 19<sup>th</sup>. The tournament was well received with forty golfers participating.

### Play in the Park Program

Thank you to the Rotary Club of Sooke for once again donating \$500 in support of the summer "Play in the Parks" program. The Rotary donation helped to fund the purchase of new equipment for the program.

### **Aqua Fitness**

There are currently nineteen drop-in aquatic fitness classes being offered throughout the week, with an average attendance between 12-30 people. We have added an Aqua Baby & Parent workout class this fall.

### **ADMINISTRATION**

#### **Roof Repair Updates**

Arena roof repairs will begin this fall. A site meeting took place on September 14<sup>th</sup> to review the project with prospective contractors.

Pool roof repairs have been delayed until the annual June 2018 maintenance shutdown. The nature of the roof repair requires that absolute dry conditions be met during the project, including pool closure as warm moist air from the pool condensing on the metal deck surface would prevent adhesives from setting up properly. It is expected that the delay will not be the cause of further damage to the roof or facility.

#### **Golf Course**

The 2017 DeMamiel Golf Course season ended October 15<sup>th</sup> 2017. The Sooke Chamber held their annual golf tournament on September 14<sup>th</sup> 2017. The golf course house rental licence is up for renewal in December of 2017. A staff report on the 2017 operation will be presented at the November meeting.

#### **Skate Park Stats**

Daily attendance statistics for the period June 1 to September 30, 2017 were provided. Monthly visitor average = 4,500 and daily average = 150. Total traffic for the period analysed = 17,500.

#### **Future Federal Infrastructure Grant Funding Forecast**

The SEAPARC Manager attended an information session hosted by the CRD and Province regarding information on federal infrastructure funding. British Columbia will receive approximately \$150 million in funding allocated for investment in the "Social" category (ie. community, culture and recreation infrastructure) and is targeted to fund new/expanded/renewed community centres, amateur sport, cultural, and recreational installations and facilities. Priority will be on facilities aimed primarily at supporting vulnerable populations.

## **8. PUBLIC QUESTION PERIOD**

## **9. ROUND TABLE**

Commissioner comment noted concerns regarding the cold water temperature of the arena dressing room showers and difficulty accessing WiFi in the arena. Staff to research further and report back to the Commission.

## **10. ADJOURNMENT**

The regular meeting adjourned at 7:34pm.

Next meeting: November 16, 2017 @ 6pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder