

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, November 16, 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), D. Bishop, P. Grove, R. Kasper (Alternate Director), J. Perkins (Vice-Chair)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary  
Absent: B. Berger, M. Tait  
Public: 2  
Press: 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Alternate Director Kasper requested that the agenda be amended as follows:

- The following items be added under New Business:
  6. a) Formation of District of Sooke Youth Committee

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

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Perkins that the minutes of the October 19, 2017 meeting be adopted.

**CARRIED**

**4. CORRESPONDENCE/DELEGATION**

**a) Sooke Horseshoe Pitching Association**

Ron Dumont, Sooke Horseshoe Pitching Association Director outlined the history and current status of the Association's six pitches. The Association would like to increase the number of pitches to a total of twelve and is seeking funding (approx. \$20,000) over the next few years to assist with costs involved in both the construction of the new pitches and fees required to co-host provincial championships.

*Commissioner Bishop entered the room at 6:07pm*

SEAPARC is not authorized to provide funding to outside agencies. Director Hicks noted that the Juan de Fuca Electoral Area receives Federal Gas Tax Funds which can be utilized for recreational projects. Consideration of a \$5,000 grant to the Association would be considered if the balance of funding could be obtained from other sources. A formal application will be required.

**5. DIRECTORS' REPORT**

No report.

## 6. NEW BUSINESS

### a) Formation of District of Sooke Youth Committee

Alternate Director Kasper reported that the District of Sooke is considering establishing a Sooke Youth Committee and queried whether SEAPARC would be interested in participating on the Committee. The Program Manager expressed interest and requested that the District provide further information on the Committee's mandate.

## 7. STAFF REPORTS

### a) Staff Report: DeMamiel Creek Golf Course: 2017 Season End Report

The SEAPARC Manager reported on the 2017 DeMamiel Creek Golf Course season:

- The course was open to the public for a 170 days (April 26-October 15).
- Staff focused on offering a community level golf experience at an affordable price by maximizing the use of existing SEAPARC resources to provide an efficiently run operation.
- Approximately 4,000 adult rounds of golf were sold.
- A greenskeeper was hired for a six month term position this year (work was contracted out in 2016)
- Golf Hosts were available onsite approximately 20 hours per week.
- A great deal of work was done on developing the operation and improving the condition of the course including various payment options such as offering a credit card payment machine at the course and doing away with tee time booking procedure.
- Several marketing/advertising techniques were tested including Groupon, Island Daily Deals, etc. and special events/promotions.
- Expertise was generously provided by staff from Bear Mountain and Highland Pacific golf courses as well as Westshore Parks & Recreation.
- 2017 yearend financial estimates:

Revenue*	\$ 84,630
Expenses	<u>113,290</u>
Budget Variance	<b>\$(35,400)</b>

\* includes house rental income

## 8. PUBLIC QUESTION PERIOD

## 9. ROUND TABLE

Commissioner Bishop reported that construction of the new artificial turf field at Fred Milne Park is almost complete. He noted that the success of the project is due to the efforts/contributions of many individuals and agencies including SEAPARC Commission/staff.

## 10. ADJOURNMENT

The regular meeting adjourned at 8:02pm.

Next meeting: December 21, 2017 @ 6pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder