



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

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

General Meeting, SEAPARC Boardroom
Thursday, January 18, 2018 at 6pm

1. Call to Order
2. Election of Chair/Vice-Chair
3. Adoption of Agenda
4. Approval of the Minutes of November 16, 2017
5. Directors' Report
6. New Business
 - a) Staff Report: Golf Course Equipment Donation
7. Staff News
8. Motion to Close the Meeting
9. Public Question Period
10. Round Table
11. Adjournment

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.*

**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**

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	\$(35,400)

* 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

Mike Hicks, Chair

Lynn MacDonald, Recorder



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 18, 2018**

SUBJECT Golf Course Equipment Donation

ISSUE

Donation of used golf course equipment to the Sooke Community Association (SCA) for Fred Milne Field maintenance requirements.

BACKGROUND

Included in the May, 2016 acquisition of DeMamiel Creek Golf Course were several pieces of used golf course maintenance equipment. The condition of this equipment was largely unknown during the first season of operation.

In June 2016 the Fred Milne Field Group (FMG) contacted the SEAPARC Manager to discuss future equipment requirement needs of both organizations. The goal of this discussion was to identify common equipment needs and investigate opportunities to share specialized equipment for both field and golf course maintenance. Sharing equipment would permit each organization to completed maintenance more economically by reducing major capital investment in specialized equipment required seasonally for grass and greens care.

During the first full season of golf course operation (2017), SEAPARC staff identified which items of equipment were required for regular operations. The equipment that was broken, not needed or at the end of its service life was disposed of through the CRD asset disposal process - BC Auction.

Three items were retained and identified to have value for potential future use;

- 1979 Cushman Truckster with mini dump
- 1982 Cushman Truckster with sprayer
- Toro -D Greens Master Mower

In December, 2017 the Fred Milne Group (FMG) Field Manager followed up on the group's original 2016 request for equipment sharing. The SEAPARC Manager confirmed the equipment was being held for future use and inquired with CRD Risk Management on how to facilitate a community equipment sharing program. This inquiry revealed that the CRD does not lend out equipment to third parties due to liability and insurance concerns. It was recommended that the equipment be donated to Sooke Community Association and, if SEAPARC requires use of the equipment, an agreement be formed to rent the equipment back.

The Field Manager identified the 1979 Cushman mini dump as an item that would work well for pulling the groomer for the new artificial turf field. This unit was assessed and evaluated by the Field Manager who is a certified red seal automotive mechanic. The unit would require significant investment to access its remaining service life. The mini dump requires an estimated \$4,000 in work to bring it to a safe operational standard.

The 1982 Cushman Truckster with sprayer was also identified as an item that could potentially be converted to a top dresser for sanding and soil applications. This unit was not assessed or evaluated. It is anticipated the unit, which is of similar age and condition as the 1979 Cushman mini dump, would require a similar investment.

With an agreement in place, SEAPARC would donate the equipment to the SCA in its current condition and SCA would be responsible for repairing it to a satisfactory level for use. Both organizations would fund operational costs subject to the number of hours of equipment use. The result would be an efficient use of existing resources that will benefit the community.

The Sooke Community Association (SCA) is a volunteer driven organization that was incorporated in 1935 to serve Sooke and surrounding communities. SCA has, over the years, purchased additional lands, and currently owns and maintains a variety of sports fields in the Sooke community as well as tennis courts, and the Sooke Flats - a recreational and camping area. Recently the SCA constructed an artificial turf field at Fred Milne Park. By working with the SCA to efficiently pool existing resources, SEAPARC and the community will benefit.

ALTERNATIVES

That the Sooke & Electoral Area Parks and Recreation Commission:

1. Donate the 1979 and 1982 Cushman Truckster units to the Sooke Community Association for community field maintenance and enter into an agreement to access the equipment for seasonal golf course operation;
2. Sell the 1979 and 1982 Cushman Truckster units to the Sooke Community Association for community field maintenance for \$3,000 and enter into an agreement to access the equipment for seasonal golf course operation;
3. Not move forward with equipment disposal or agreement at this time.

IMPLICATIONS

SOCIAL IMPLICATIONS

The Sooke Community Association (SCA) is a volunteer driven organization that was incorporated in 1935 to serve Sooke and surrounding communities. SCA has, over the years, purchased additional lands, and currently owns and maintains a variety of sports fields in the Sooke community as well as tennis courts, and the Sooke Flats - a recreational and camping area. Recently the SCA constructed an artificial turf field at Fred Milne Park. By working with the SCA to efficiently pool existing resources, SEAPARC and the community will benefit.

ECONOMIC IMPLICATIONS

A scan of the market puts the approximate current value of both Cushman units at \$3000. SEAPARC does not currently use this equipment as it is not in operational condition. It is estimated that the cost of purchasing new equipment would exceed \$20,000. With an agreement in place SEAPARC would donate the equipment to the SCA in its current condition and SCA would be responsible for repairing it to a satisfactory level for use. Both organization would fund the operations subject to the number of hours of equipment use. The result would be an efficient use of existing resource that benefits the community.

CONCLUSIONS

The two Cushman units require significant investment to bring them up to operating condition. Currently SEAPARC is unable to use either unit and has them stored for repair and future use. The Commission can share these resources with the Sooke Community Association for the benefit of the community.

RECOMMENDATION(S)

That the Sooke & Electoral Area Parks and Recreation Commission:

Donate the 1979 and 1982 Cushman Truckster units to the Sooke Community Association for community field maintenance and enter into an agreement to access the equipment for seasonal golf course operation.



Steve Knoke
SEAPARC Manager



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING JANUARY 18, 2018**

SUBJECT Staff News

PURPOSE Information

PROGRAMS

Special Events

The 9th Festival of Trees was once again held at SEAPARC, in partnership with the BC Children's Hospital. \$1,214.10 was raised. While tree sponsorship has decreased in recent years, the community looks forward to seeing SEAPARC halls adorned with the trees. Thank you to Elizabeth Olsen for coordinating this worthwhile event.

Skate with Santa was held on Sunday December 17, with admission by donation to the Sooke Food Bank. \$358.30 in cash and 110 food items were collected.

A \$2 Skate was held on Christmas Eve with 124 people in attendance and New Year's Eve with 87 people in attendance.

SEAPARC has offered a Family Day event since 2013 when BC Family Day was instituted. Each year, a \$1,000 provincial government grant was received to help offset costs to offer free admission. We have been informed the government funding will no longer be available as of 2018. Staff are determining the best course of action for moving forward with this event. This has proven to be the busiest day at the facility every year since the event has taken place, with between 350-550 people attending the facility.

Aquatics

Over 650 children participated in the Red Cross Swim lessons programs between September-December.

Twelve youth participated in the Synchronized swimming program, capping the fall season off with a performance for parents.

Community Recreation

Registration for Early Years programs has increased in both early education and dance classes, as well, skating lessons are full with a waitlist. The Play and Learn program has been full with 14 registered and a waitlist since October. The Licensed Preschool program registration has increased with 32 children in 3 classes.

Grant Programs/Initiatives

SEAPARC partnered with local organizations to offer educational sessions in the SEAPARC Board Room from September, 2017 to March, 2018. These sessions are funded by a New Horizon's Grant secured by the local Seniors Drop-in Society and Sooke Region Volunteer Centre. The sessions have been well received with 146 registrants (56 individuals), ranging in age from 48-88 years, in 13 different educational sessions. Staff will evaluate the feasibility of a continued partnership to continue offering lifelong learning sessions in the community.

Beginning January 7th, SEAPARC extended its operational hours on Sundays to 8:00pm on a trial basis, based on participant feedback. Attendance will be tracked to ensure this is meeting community needs and continues to contribute to efficient operations.

ADMINISTRATION

CRD Safety Review of Recreational Facility Arena Refrigeration Systems

SEAPARC is currently undergoing a review of our arena refrigeration system as part of the WorkSafe BC and Technical Safety BC (TSBC) inspections of all arenas in the province with ammonia refrigeration systems. This province-wide safety review was triggered following the tragic events of an arena ammonia leak in Fernie, BC in October 2017.

As of December 2017, WorkSafe BC completed their inspections of SEAPARC. This safety review identified five safety orders to be carried out. Three of these orders are now complete and two orders, involving the design of the SEAPARC vent stack and SEAPARC’s procedures for managing resident emergency notifications, remain. The timelines for completion of remaining orders have been accepted by WorkSafe BC. The vent stack design is underway and planned for installation by June 30, 2018. Emergency communication planning is underway and to be completed by January 30, 2018. Communication planning will detail in writing how residents and businesses will be informed in the rare event of an emergency. SEAPARC Commission will receive progress updates on both these initiatives throughout the inspection process.

As of January 15, 2018 Technical Safety BC (TSBC) has issued 2 orders to all arenas operating with ammonia plants in the province. The orders involve brine testing and refrigeration plant supervision. SEAPARC has satisfied these orders and will be subject to TSBC inspection in the coming months.

Safety and preparedness are our top priorities. CRD Protective Services, SEAPARC and Panorama are working with all contractors and staff to ensure compliance is met. The CRD has a hazardous materials response team and is partnered with local emergency response organizations, including the local Fire Departments, to ensure coordinated response plans are in place.

Annual Report

SEAPARC staff are currently working on an Annual Report which will provide information highlighting 2017’s key operations and service level indicators. It is expected this report will be presented at the February Commission meeting.

Arena Roof Repair Updates

Arena roof repairs are now complete. Final inspection is pending and any deficiencies will be addressed during a dry weather period.

Employee Recognition

In December several employees were recognized for their long service anniversaries. Thank you to the following staff for their dedication and service to SEAPARC and the community:

15 yrs	Graham White Jacklyn Evans	Maintenance Aquatics
10 yrs	Elizabeth Olsen Sandra Kraft	Aquatics Reception
5 yrs	Jo-Anne Aspin Danielle Chernenkoff May Cheung Danica Fruttarol Patricia Lundquist John MacGregor Tara Seeburger	Aquatics Aquatics Reception Recreation Recreation Maintenance Recreation


Colleen Hoglund
Program Services Manager


Steve Knoke
SEAPARC Manager

INFORMATION ONLY

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

October 1- December 31, 2017

Administration:

- National Seniors Appreciation Day (Oct. 1) should include FREE admission to the Golf Course. (Oct. 1)
- Get a weight ROOM! Please. (Nov. 6)
- We need more handicap parking spots!! (Nov. 17)
- Do not EVER humiliate me again and treat me like an idiot for asking to borrow \$.25 for a locker. I spend hundreds of dollars a year at this facility and to be told that this "one time i will make an exception" and give you a quarter is bull*@\$t. I have seen other staff WILLING OFFER people a quarter for the locker so don't lie to my face. This is a rec facility not a storage locker business-make them free or give a person a quarter if they request one. (Dec. 3)
- People (women) are leaving their clothing all over the benches & hanging on the hooks of the ladies change room. It just gets in every body's way when they are changing. It is annoying. (Dec. 20)
- Need a weight room please!! (Dec. 21)
- Pack & Play playpen in family changeroom is broken and a hazard. (Dec. 31)

Programs:

- This is to let you know that I took the 9 am aqua fit class with Jackie over the summer early June to mid-September and I want to compliment her and tell you how much I appreciated her class, her teaching and her enthusiasm. She is a true professional and provides a great service to the members of your community. As well, your receptionist Ellen provides a friendly welcoming atmosphere and great customer service. CRD should be very proud to employ such talented and skilled professionals. (Oct. 2)
- Wednesday night class in the gym IS NOT wiping down the mats after class. (Oct. 12)
- A morning ball class please. (Oct. 26)
- Morning ball class please. (Oct. 26)
- Morning ball class (Oct. 26)
- Could you please get a "ball only" class, starting November going through December. Dave to instruct, please. He's great. (Oct. 26)
- We recently had booked the Kindergym for our son's birthday and wanted to let you know that everyone absolutely enjoyed it. Matthew was the attendant working with us and he was exceptional! He worked extremely well with the kids and in providing a helping hand to prepare the room. He demonstrated genuine care and concern. Thank you to Seaparc for offering this option and a big kudos to Matthew for making the afternoon safe and fun for our group! Many thanks (Nov. 5)
- A thank you for putting noodles (high den) on the pool deck so that they can be used for my exercise program. Also, I don't feel badly about asking for one when there is only one guard on the deck. Thanks you so much. (Nov. 20)
- Exercise room question. can grey steps be stacked on one side and other steps on the other side grey steps with blocks, flatter steps (Nov. 27)
- Please continue Swim Fit on Tuesday at 7am. (Nov. 28)
- The quiet swim at noon to 1 o'clock is getting busy and it is not always possible to have a good swim. Is it possible to extend the quiet swim to 1:30. So it would go from noon to 1:30? (Dec. 1)
- Have extra classes for 50+ on Jan. 2 & Jan. 4, 2018. (Dec. 12)
- Let's have Dave's class 10:15am 1st week of January. Even 9am! (Dec. 12)
- How about a Strength & Mobility class for over 50's on Jan. 2 & 4th? Thanks. (Dec. 12)
- Would like Tues/Thurs Fitness 55+ classes the week of January 1st. Willing to do 9am if 10:15am too late or only enough people for one class a day. (Dec. 12)
- We would like extra classes for Jan. 2 & Jan. 4 55+ 9am. (Dec. 12)
- The noise in the water when the "music" was turned on while I was swimming laps was a horrible sound of rough/intense/irritating noise due to the distortion of sound under water. I left with headache. Perhaps when no young patrons are in the pool, the "music" could be off & silence enjoyed. (Dec. 12)

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

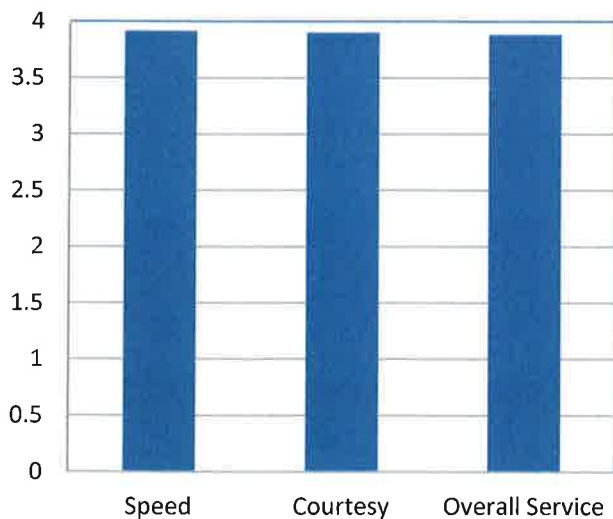
October 1- December 31, 2017

- Work Dave - Jan. 1st week over 50's Fit & Mobility. Early morning, ie. 9am (Dec. 13)
- Santa - Can you please bring a better dumbbell storage especially for the big ones 12-25LB Thank You. Also move the steps to outside wall and balls to pool side inside wall so we can plug in the fan. (Dec. 14)
- Dana White came by the counter after her daughter's swim lesson today and asked me to pass on that she thinks Stephanie Cooper is the best swim teacher on EARTH! She said its people like Stephanie that make living in a small community so special and she can't believe how much her daughter has learned since having Stephanie as a teacher. (Dec. 15)
- Please, can we have Classical Music or Quiet at 8-9am in pool? (Dec. 31)

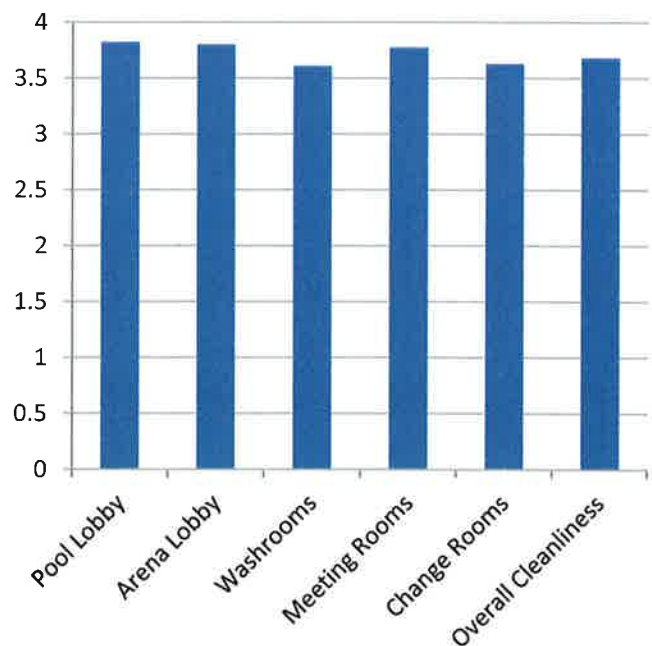
Maintenance:

- Thank you! The hot tub is perfect. We're all happy. (Oct. 3)
- Blind by the parking lot door in multipurpose room is caught and cannot be lowered. (Oct. 26)
- One of the fans in gym no longer works. (Nov. 15)
- I really, really (yes, really) firmly believe a recycling box (?) should be put in change rooms for empty plastic shampoo/conditioner bottles...especially in this day & age. Thank you :) (Nov. 17)
- Pursuant to our recent conversation, if recycling bins won't be put in change rooms, then at least put signs suggesting empty plastic shampoo conditioner bottles be brought to front and put in recycling! This is important, especially in this era...
P.S. The staff should not have to paw thru the garbage to find bottles....gross! (Nov. 25)
- Desperately need another fan for aerobics. Only 1 presently. (Dec. 1)
- A lady just called and asked us to thank Luc and the "other maintenance guy" who were working yesterday. They helped her search for her wallet which was later found in our parking lot by someone else and returned to her. She said our staff was very helpful. (Dec. 7)
- Please vacuum bottom of book bin. (Dec. 18)

Customer Service Ratings



Facility Cleanliness Ratings



■ Excellent = 4, Good = 3, Fair = 2, Poor = 1



Sooke Harbourside Lions
P.O. Box 114
Sooke, BC V9Z 0E5



The Sooke Harbourside Lions would like to express our sincere appreciation for your participation in our latest Twoonie Tuesday event. Thanks to you and the rest of this wonderful community, we were able to raise a total of \$3164.26 for the Sooke Food Bank!!

We look forward to partnering with you again in the spring of 2018.

Thank you again.

Jan Todd and Nancy Reinders

Co-Chairs, Twoonie Tuesday

Jan Todd
Nancy Reinders

SEAPARC
RECEIVED
NOV 20 2017

November 2017
SeaPac Leisure Complex,

*A note to express grateful thanks.
Your gift for our Silent Auction
helped make the event a great
Success.*

*Yours sincerely,
Elizabeth Tanner
for Holy Trinity Church*

SEAPARC
RECEIVED

DEC 20 2017

Thank you for the kindness, generosity and caring you showed toward my family this year. Thanks to you and your amazing programs our children made so many happy memories... memories that would not have been made without your support. You made a very difficult year a little bit easier and a lot more fun for them. We will be forever grateful. ♡

Merry Christmas
Seaparc Team ♡



♡ Love from The VELTRI Family
Mike - Kristina - Ella - Logan - Nicola ♡