



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, SEAPARC Boardroom  
Thursday, February 15, 2018 at 6pm

Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

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[www.seaparc.ca](http://www.seaparc.ca)

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of January 18, 2018
4. Chair's Report
5. Directors' Report
6. New Business
  - a) Report: 2017 Highlights
7. Staff News
8. Public Question Period
9. Round Table
10. Motion to Close the Meeting

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (2):

*(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party*
11. Adjournment

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, January 18, 2018  
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, J. Perkins (Vice-Chair),  
M. Tait (Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: P. Grove  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:07 pm.

**2. ELECTION OF THE CHAIR/VICE-CHAIR**

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2018 and Director Hicks' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Director Hicks was declared Chair.

The Chair called for nominations for the position of Vice-Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2018 and Commissioner Berger's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Berger was declared Vice Chair.

**3. ADOPTION OF AGENDA**

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

**CARRIED**

**4. ADOPTION OF MINUTES**

**MOVED** by Director Tait, **SECONDED** by Commissioner Perkins that the minutes of the November 16, 2017 meeting be adopted.

**CARRIED**

**5. DIRECTORS' REPORT**

- The Chamber of Commerce's "Wild Coast Expo" tentatively scheduled for April, 2018 in the arena has been cancelled.
- The Chair is looking forward to moving ahead with a fitness gym expansion in 2018.

**6. NEW BUSINESS**

**a) Staff Report: Golf Course Equipment Donation**

The SEAPARC Manager requested approval to donate two items of equipment acquired with the purchase of DeMamie Creek Golf Course to the Sooke Community Association (SCA) for use at Fred Milne Field. The 1979 Cushman Truckster with mini dump and 1982 Cushman Truckster with sprayer are surplus to needs for golf course operations and both require significant investment (approx. \$4,000 each) to make them operational. In exchange for the donation, an agreement would be formulated permitting SEAPARC to utilize the equipment if/when needed.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins 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.

**CARRIED**

## 7. STAFF REPORTS

### a) Staff News

#### Special Events

The 9<sup>th</sup> Festival of Trees was once again held at SEAPARC, in partnership with the BC Children's Hospital. \$1,214.10 was raised. 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.

#### 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. 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 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 7<sup>th</sup>, 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.

The December 2017 WorkSafe BC safety review of SEAPARC identified five orders requiring compliance. 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 outstanding. The timelines for completion of the remaining orders (vent stack redesign and neighbouring resident emergency communication procedures) have been accepted by WorkSafeBC.

Technical Safety BC (TSBC) issued two orders to all arenas operating with ammonia plants in the province involving brine testing and refrigeration plant supervision. SEAPARC has satisfied these orders and will undergo a TSBC inspection in the coming months.

Safety and preparedness are SEAPARC's top priorities. CRD Protective Services, SEAPARC and Panorama Recreation Centre 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 for the February meeting which will provide information highlighting 2017's key operations and service level indicators.

#### **Arena Roof Repair Update**

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

#### **Employee Recognition**

Thank you to the following staff for their dedication and service to SEAPARC and the community upon their long service anniversaries:

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

The SEAPARC Manager also recognized the efforts of all staff who work with PerfectMind registration software on the one year anniversary of its implementation.

### **8. MOTION TO MOVE IN CAMERA**

**MOVED** by Commissioner Perkins, **SECONDED** by Director Tait to close the meeting in accordance with the Community Charter, Part 4, Division 3, 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.*

**CARRIED**

The in camera meeting commenced at 7:08 pm and adjourned at 7:19 pm. The regular meeting reconvened at 7:19 pm.

### **9. PUBLIC QUESTION PERIOD**

### **10. ROUND TABLE**

#### **D. Bishop**

- Reported that an arena ceiling light fixture in front of home bench recently filled with water from leaking roof
- Queried whether Maintenance staff have access to uniforms. Uniforms are provided.
- Requested that soap holders be installed in shower stalls

### **11. ADJOURNMENT**

The regular meeting adjourned at 7:25pm.

Next meeting: February 15, 2018 @ 6pm



# 2017 HIGHLIGHTS

SEAPARC LEISURE COMPLEX



# 2017 HIGHLIGHTS

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SEAPARC is developing new and exciting programs and services to meet the needs of our unique and growing community.

2016 Census data confirmed that the District of Sooke's population grew 13.7% over a five-year period (2011-16) making it the second fastest growing community on Vancouver Island and one of the fastest-growing cities in the province.

New \$2.75 million fitness service expansion and provision continues to be a high priority with capital funding in place and a UBCM Strategic Priorities grant application underway.

SEAPARC operated the DeMamiel Creek 9 Hole Golf Course for its first full season from May to October (170 days).

Community events continue to grow in the region. SEAPARC offered a Picnic in the park event that saw families come together to celebrate.

SEAPARC continues to work with community partners to develop service and infrastructure. Recent collaborations include:

- Support for library development
- Support for development for Sooke Community Association Turf Field
- School District joint use development

Future initiatives that may impact SEAPARC include field management, minor sports development and seniors/youth community centre.

# STRATEGIC PRIORITIES

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SEAPARC provides recreation services that improve the health and quality of life for those in the Sooke Region and Juan de Fuca electoral area. The service supports the following Board Strategic Priorities:

Changing Demographics - developing and implementing recreational programs and services that respond to and anticipate changes in seniors demographics.

Climate Change - providing active transportation opportunities for programs and special events. SEAPARC will implement climate change adaptation when upgrading facilities and will ensure efficient equipment upgrades that contribute to a reduction in energy consumption and contribute to reduction in CO2 emissions.

Public Engagement & Communications - providing engagement opportunities for residents to gather information on program development and provide evaluation of the delivery of programs and services.



2017



# ADMINISTRATION

## SOFTWARE



**New!**

### SEAPARC WENT ONLINE!

SEAPARC transitioned to a new recreation software platform to streamline services, provide more flexibility, and allow customers to register for programs online. This proved to be a significant shift in administrative operations. SEAPARC staff worked diligently through 2017 to learn and implement the new software. 2018 will see further streamlining of this software implementation to the betterment of staff and customers.

**20,039**

PEOPLE FOUND SEAPARC ON



**1,202**

FACEBOOK FOLLOWERS



**2537**

HOTDOGS SOLD



## DEMAMIEL CREEK



### GOLF COURSE OPEN

DeMamiel Creek Golf Course was opened for the 2nd season from April 26 to October 15, 2017. Administration of the course was built into existing capacity to ensure efficient operation of this new service.

- Approximately 4000 rounds of golf were purchased
- 2040 hours of golf service offered



**21,000**

ACTIVE LIVING GUIDES PRODUCED

**New!**

### 2017 ONLINE REGISTRATION

**\$85K**

**New!**

### AVERAGE MONTHLY FACILITY VISITS

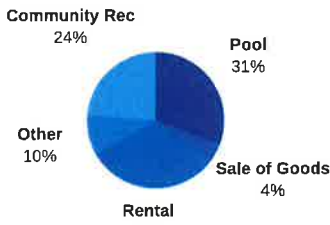
**25K**

### L.I.F.E PASSES ISSUED "LEISURE INVOLVEMENT FOR EVERYONE"

**444**

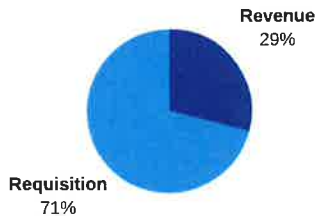
↑ 5%

## REVENUE BY SOURCE



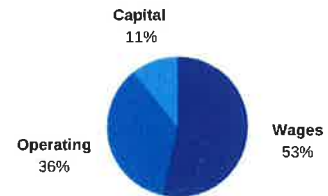
**\$1,088,928**

## USER FUNDING



**\$3,756,678**

## EXPENSE BY SOURCE



**\$2,667,750**

625 ratings received

## CUSTOMER EXCELLENCE



SEAPARC RESPONDED TO

**131**

WRITTEN COMMENTS

### WHAT CUSTOMERS ARE SAYING

"Jacklyn is a "Sooke treasure" she always gives it her all."

"Dave is great!"

"Sue was extremely helpful & courteous. Debby was also very pleasant to deal with. Very excellent front desk staff."

"Best preschool in town btw! Tara and Sam are amazing with the kids!"

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



# POOL

## INSTRUCTION HIGHLIGHT



### PRIVATE LESSONS

Private lessons are growing in popularity. People see the value of 1:1 instruction and appreciate the scheduling convenience. Specific needs can be addressed while building confidence and skills. Private lessons provide a solid transition into group lessons, swim clubs or can be a vital part of training for competitions.

## INSTRUCTION HIGHLIGHT



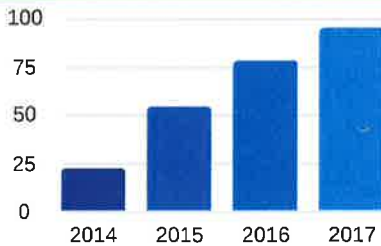
### AQUA FIT INSTRUCTION

19 Aqua Fitness classes are offered every week. Morning classes have the highest attendance, often seeing up to 40 people attend per class. Aqua Fitness offers multiple physical and mental health benefits for every fitness level at any age.

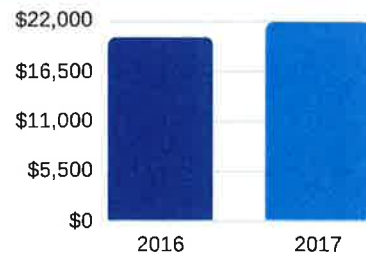
### MUD RUN EVENT JUNE 11

### PRIVATE SWIM LESSON SCHEDULED

### FAMILY DAY ATTENDANCE

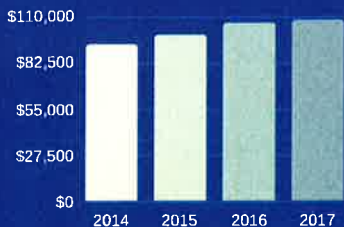


### ANNUAL MEMBERSHIP SALES



### PRIVATE LESSONS SALES

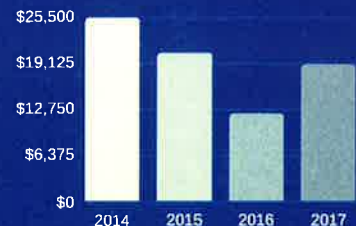
## ANNUAL INDICATORS



### POOL ADMISSIONS

# 1.24 M

GRANT REQUEST FOR SEAPARC FITNESS FACILITY EXPANSION



### POOL RENTALS





# COMMUNITY RECREATION

## EVENT HIGHLIGHT



### PICNIC IN THE PARK

SEAPARC participated in People Power grant initiative by offering bike skills programs as well as coordinating the Picnic in the Park event. This event highlighted the Sooke Bike Park and trails, and included bike park lessons, some fun competitions on the pump track and dirt jumps, games with the summer camp staff and featured live local entertainment.

## PROGRAM HIGHLIGHT



### BOYS UNPLUGGED

A program geared towards youth ages 7-14 Years. This program encourages boys to be physically active in a positive and healthy social setting, away from electronics. It has been running for 5 years, and has gained in popularity each year, resulting in an additional program being offered in 2016. In 2016 there were 79 total participants. That number increased to 128 in 2017.

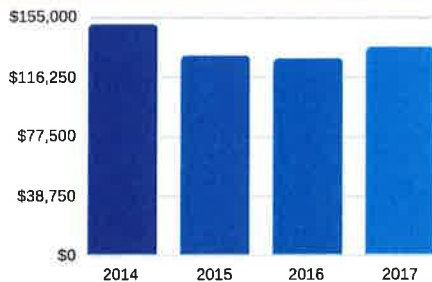
### SKATING LESSONS PARTICIPANTS



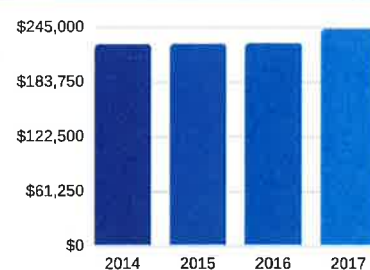
### DAY CAMP REGISTRATIONS



### PRESCHOOL PROGRAM REGISTRATIONS

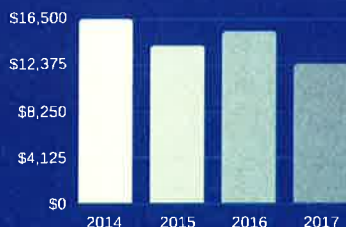


MINOR HOCKEY ICE RENTAL

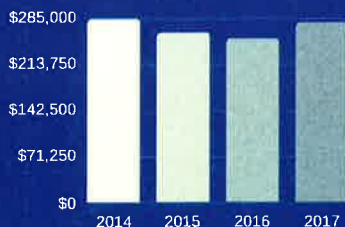


COMMUNITY RECREATION PROGRAMS

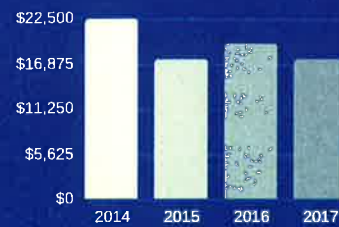
## ANNUAL INDICATORS



PUBLIC SKATE ADMISSIONS



ICE RENTALS



ARENA PROGRAMS



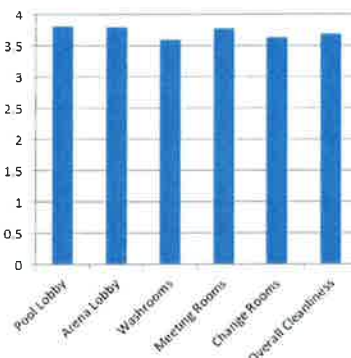
# MAINTENANCE



## GOLF COURSE

In 2017 SEAPARC hired a seasonal auxiliary assistant greens keeper to maintain the grounds. SEAPARC maintenance staff have also assisted in the cleaning, cutting and overall care of the property. SEAPARC has received positive feedback on the overall condition of the course.

Facility Cleanliness Ratings



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



EV CHARGING STATION

DAYS GOLF COURSE OPEN TO PUBLIC

170

**New!** SKATE-PARK DAILY SUMMER VISITS

150

HYDRO ENERGY REDUCTION

7% ↓

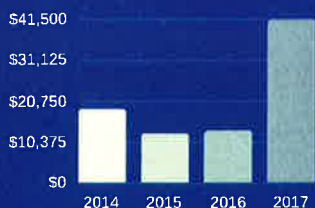


STAN JONES FIELD DEMAND

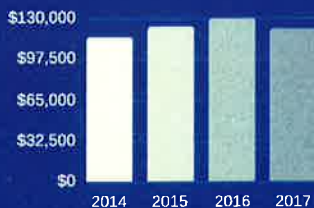


STEEL POOL SPRAY FEATURES REPLACED WITH PVC

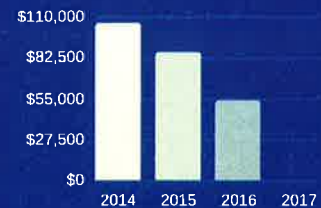
## ANNUAL UTILITIES



GAS



HYDRO



OIL