



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Thursday, April 19, 2018 at 6pm

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:
SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:
PO Box 421
Sooke, BC
V9Z 1H4

TELEPHONE:
250-642-8000

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250-642-4710

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seaparc@crd.bc.ca

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www.seaparc.ca

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of March 15, 2018
4. Delegation
 - a) Marilyn Erickson – Sooke Tennis Courts & Pickle Ball
5. Correspondence
 - a) Keli Dunn, Amber Academy – Golf Tournament Fundraiser
 - b) Brayden Friesen – Travel Assistance Funding
 - c) Navy League of Canada, Sooke Branch – Award Sponsorships
6. Chair's Report
7. Directors' Report
8. Staff News
9. Public Question Period
10. Round Table
11. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, March 15, 2018
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, J. Perkins, M. Tait (Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: B. Berger (Vice-Chair), P. Grove
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 3:00 pm.

2. ADOPTION OF AGENDA

MOVED by Director Tait, **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 February 15, 2018 meeting be adopted.

CARRIED

4. CHAIR'S REPORT

- Thank you to all involved in the successful award of a \$1.24 million Strategic Priorities Fund Federal Gas Tax grant for SEAPARC's fitness gym/multi-purpose room expansion.
- Approximately 50 Sooke children are registered for Triangle Baseball this year.
- The District of Sooke's plan to build a pedestrian bridge spanning DeMamiel Creek is welcome news.

5. DIRECTORS' REPORT

- Director Tait reported on recent inquiries received from the public re: Sooke Skate Park (repair/replace) and requests for a community waterpark. The SEAPARC Manager noted that "skate park renewal" has been identified as a 2021 Capital Plan project with \$500,000 allocated plus additional grant funding (if available).

6. UNFINISHED BUSINESS

a) Facility Expansion – Fitness & Multi-Purpose Space (verbal report)

The SEAPARC Manager provided an outline of the facility expansion project, reviewed initial concept drawings and led a walkabout of the proposed location. The project will be managed by CRD Engineering Services.

7. STAFF NEWS (verbal report)

Golf Course

- Benches, signage and trash cans have been ordered and the course is being prepped for opening on April 18.
- Functional improvements to office and rentals will continue in 2018.
- Seasonal pass is being examined and considered for 2018 season.

Bike Park

- Golden Dirt Trails has completed a seasonal assessment of the bike park and a report on required maintenance is expected shortly. The volunteer work party originally scheduled for March 25 has been postponed until assessment received.

Pool Roof Project

- Pool roof replacement project will be tendered shortly as well as required preparatory steel work.

Arena Roof

- Initial arena roof repair work did not pass final inspection and work identified as substandard will be addressed.

BCRPA Conference

- The 2018 conference is being held April 30-May 2, 2018 in Vancouver. The SEAPARC Manager will be taking part in a presentation on healthy food environments.

Operational updates

- Thank you to staff who assisted during the two recent significant power failures (February 17 and March 3).
- Soap/shampoo holders are being installed in the pool and arena change room showers.
- Spring Break hockey tourney March 23-25.

Recognition

- Thank you to staff who worked on the SPF UBCM Fitness Expansion grant including SEAPARC's Lynn MacDonald, Nathan Stewart, Colleen Hoglund and CRD Grants Coordinator Roseline Ferré.

SD 62 Joint Use Agreement

- SEAPARC will be approaching School District 62 with items to be addressed in a new agreement including extended daily access to schools for summer camps.

Ammonia WorkSafe Orders

- Neighbor notification plan is now in place
- Vent stack redesign will proceed subject to WorkSafe approval with project completion expected by June 30 deadline.

Seniors Centre

- The SEAPARC Chair, Manager and Program Services Manager met recently with Age Friendly Committee and Sooke Seniors Drop In Centre representatives to discuss collaborative initiatives to support Sooke region seniors including:
 - 1) Continue to explore projects for seniors already begun under the Life Long Learning program funded by New Horizons for Seniors;
 - 2) Discuss ways in which AFC/SSDIC and SEAPARC could integrate senior's programs into proposed new multi-purpose room to be constructed;
 - 3) Continue to develop Items 1 and 2 and explore possibilities for further collaboration in a new, permanent Sooke Seniors Drop in Centre being pursued with District of Sooke at their Wadams Way property.

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

10. ADJOURNMENT

The regular meeting adjourned at 4:30pm. Next meeting: April 19, 2018 @ 6pm

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**

Received Via Email



Date: March 23, 2018

Your Name:

Marilyn Erickson

Message:

March 23/2018

SEAPARC Director & Commission members

Hello,

We are seniors who set off to play tennis during Spring Break and were shocked to find that there are no usable tennis courts in the Sooke Community. The two we found that are supposedly maintained by the Sooke Community Association, are not playable at the moment as they need nets repaired, sweeping, power washing, cracks filled and lines repainted. There are also no benches to rest on.

In light of your mission statement and recent federal funding, I would like to request a meeting between yourselves and the community association to discuss how SEAPARC could assist in providing better outdoor tennis and pickle ball courts to our aging population. As I'm sure you are aware, other recreational facilities on the island are adding the popular pickle ball courts to existing community courts by repainting the lines or adding stand alone courts.

Please let me know how we should proceed with our request and who to approach. There has been a lot of interest from others after my post on social media (Sooke Social) about the state of Sooke's only tennis courts; folks are getting behind this now and I'm hoping SEAPARC could support a collaborative effort in either fixing them up or replacing them! We must start somewhere. Thank you so much for your attention!

Marilyn Erickson/ Bevin Bigalky

April 12, 2018

Sooke Tennis & Pickleball Group

Sooke Community Association Tennis Courts,

Throup Road, Sooke, BC

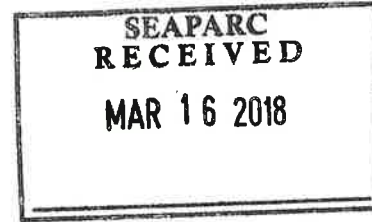


Before and after clean-up by our volunteers
March 2018



<https://www.facebook.com/groups/549793172074187/about/>

CORRESPONDENCE



Steve Knoke, Manager
SEAPARC Leisure Complex
2168 Phillips Road
Sooke, BC V9Z 0Y3

Dear Steve,

Amber Academy Youth Fine Arts Society is an emerging non-profit organization in your community that is focused on creating healthier and higher qualities of life for youth in Sooke.

We are a registered society that offers an after school program in Sooke that empower youths from kindergarten through high school to become creative, productive and confident members of our community through artistic education, collaboration and expression. Our programs offer a variety of artistic classes from drama and musical theatre to painting, sculpting, technical design and more in a safe learning environment. As students acquire and master new skills, we will foster relationships with other local arts groups by collaborating with them on their projects where volunteers are needed in their own artistic shows and productions. Our mission is to empower youth not only in the arts but in life skills, volunteerism, and community service. Currently we have 90 students.

To help fund costs for these programs we would like to hold a family golf tournament fundraiser at Demamiel Creek Golf Course on either June 16th, 17th 2018. The idea is to tie-in our event with Father's Day Weekend. We hope to register 18 teams consisting of 2 adults and 2 children (aged 8-16) per foursome. Each team would play one round of 9-holes in a "Best Ball" format. Entry fee per foursome would be between \$80-100, depending on the number of sponsors we are able to secure. This fee would include dinner, prizes and entertainment.

We are asking that you consider waiving green fees for this event so that our organization might be able to raise the funds we require to operate for our first term of classes beginning in September 2018. Not only will you be providing children in School District 62 with the gift of arts and an opportunity to give back to their own communities. This tournament will also expose local families to the benefits of Demamiel Creek Golf Course, which has been underutilized in recent years, and hopefully will encourage further use of the golf course throughout the season.

I deeply appreciate your consideration of our request and look forward to hearing from you. If you have any questions, or require more information, please don't hesitate to contact me directly at (250) 888-1921.

Kindest regards,

A handwritten signature in black ink that reads "K. Dunn".

Keli Dunn
Executive Director
Amber Academy Youth Fine Arts Society

Brayden Friesen

Sooke, BC
V0S1N0

APRIL 3, 2018

My name is Brayden Friesen and I am a grade 11 student at Edward Milne Community School.

I belong to the Greater Victoria BMX Association located at Westshore Parks and Recreation and have been riding my bike with the club for 6 years.

Through riding in local, Island, Provincials, Nationals and Canadian level races I have earned the right to represent Canada in the 2018 Worlds BMX championships in my age group in Baku, Azerbaijan this June . I have placed 5th in the National age group in BMX Canada and 3rd in the Canadian Nationals. These placements were after having to take 9.5 weeks out of my riding for a riding related injury. I am so excited about making the Canadian team to go to Worlds

With the support of my family we have been working to raise the money that is require for me to go. Through fund raisers and bottle drives we have not quite made our target amount needed. (All expenses for this event is up to the individual riders. registration, jersey's, hotels and flights.)

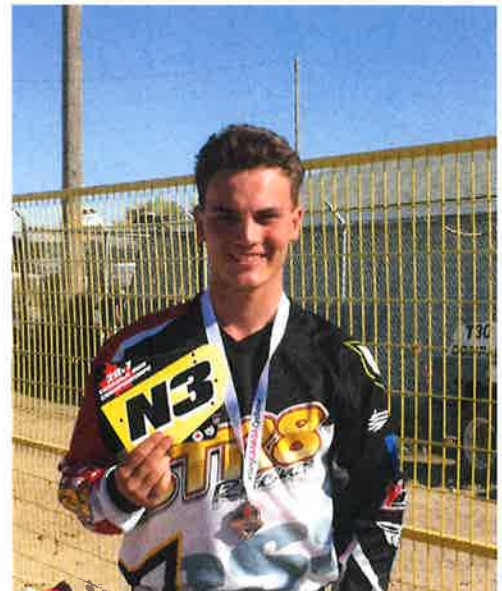
It would be greatly appreciated if you would consider me for a donation to help me get closer to our required amount for this trip to become a reality for me.

I appreciate your time in reading this letter and any consideration you may give to it.

Look forward to hearing from you.

Yours truly

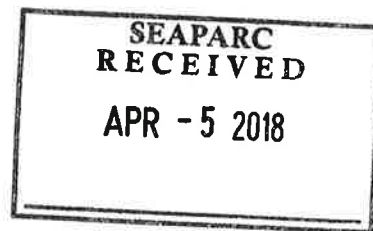
Brayden Friesen





Navy League of Canada-Sooke Branch

P.O. Box 412
Sooke, BC
V9Z-1H4



Seaparc Manager
P.O. Box 421
Sooke, BC V9Z 1H4

March 29, 2018

Re: Trophy Sponsorship – 325 RCSCC ADM. RC WALLER

To: Seaparc Manager

On behalf of the Sooke Branch Navy League and our Cadet Corp, 325 RCSCC ADM. RC WALLER, we would like to extend out thanks for your support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 23rd Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, June 3rd at the Sooke Legion, beginning at 1 p.m.

At this time, we respectfully request a sponsorship donation of \$40.00 to pay for repairs, maintenance and engraving of your individual award, the "Seamanship Award", as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted. A cheque can be made out to: Navy League of Canada Sooke Branch.

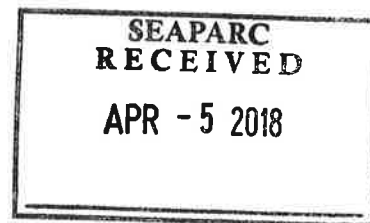
We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

Please respond no later than May 5th, 2018. If there are any questions, please contact Branch secretary Amanda Todd at 250-661-9390 or at sooke.nl.secretary@vidcadets.ca. Thank you for your prompt attention regarding this matter

Best regards,
Executive Committee
Navy League of Canada-Sooke Branch



Navy League of Canada - Sooke Branch
P.O. Box 412
Sooke, BC V9Z-1H4



Seaparc manager
P.O. Box 421
Sooke, BC V9Z-1H4

March 29, 2018

Re: Trophy Sponsorship – 207 NLCC Admiral Girouard

To: Seaparc manager

On behalf of the Sooke Branch Navy League and our Cadet Corp, 207 NLCC Admiral Girouard, we would like to extend out thanks for your support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 8th Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, June 3rd at the Sooke Legion, beginning at 1 p.m.

At this time, we respectfully request a sponsorship donation of \$40.00 to pay for repairs, maintenance and engraving of your individual award, the "Athletic Award", as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted. A cheque can be made out to: Navy League of Canada-Sooke Branch.

We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

Please respond no later than **May 5th, 2018**. If there are any questions, please contact Branch secretary Amanda Todd at 250-661-9390 or at sooke.nl.secretary@vidcadets.ca. Thank you for your prompt attention regarding this matter.

Best regards,

Executive Committee
Navy League of Canada-Sooke Branch



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING APRIL 19, 2018**

SUBJECT Staff News

PURPOSE Information

PROGRAMS

Community Initiative

SEAPARC has partnered with Westshore Parks and Recreation, School District 62 and the Pacific Institute for Sport Excellence (PISE) for a BC Physical Literacy for Communities initiative grant, funded by the Ministry of Health. This grant will support increasing physical literacy among students and teachers in our communities. Details will be coming soon with respect to SEAPARC's role in supporting this initiative.

Special Events

Over 650 people, including 350 children, attended SEAPARC's annual Easter Extravaganza event that took place March 31. This free event includes a variety of fun activities including a bounce house, crafts, face painting and an Easter egg hunt. Over \$650 was also raised for the Sooke Food Bank. Thank you to Darcy Smith and the program team for organizing another fantastic event.

Program Services

In an effort to streamline the reporting of program service information to the Commission, staff will now be preparing detailed quarterly program reports, with information based on each seasonal Active Living Guide, instead of providing monthly program updates.

ADMINISTRATION

Pool Roof

The submittal deadline for Request for Quotes on the pool roof construction is April 16 at 2pm. An update on the project will be provided at meeting.

Community Recreation Bus

SEAPARC has received pricing back on our annual two month summer camp bus rental. The rental cost for a 21 passenger bus is estimated at \$4,000 and a 24 passenger bus is estimated at \$9,000. CRD Fleet Services is researching used ex-commercial units which would fit SEAPARC's needs. Several units have been located in Vancouver and are worth investigating. Some of these units have wheelchair access as an added bonus. The SEAPARC Capital Plan identifies bus replacement in 2020. The SEAPARC Manager and Fleet Services will investigate the condition of the units and follow up with the Commission if they are worth investing in.

Bike Park

Sooke Bike Park will have a limited opening on April 15, 2018 after a volunteer work party has completed annual park maintenance. The intermediate jumps and pump track will again be open for rider access while the large dirt jumps will remain closed for more intensive restoration through the spring. A local contractor will be repairing the jumps and shaping the lips. We will be asking bike park users to please respect trail and jump closures as repair work is underway.

Refrigeration Plant Safety Review

Worksafe completed an ammonia plant audit at SEAPARC Leisure Complex on December 1, 2017. As a part of the audit, orders were received to replace the ammonia vent stack from the compressor room. A design was submitted on March 16, 2018 and was approved by Worksafe. SEAPARC is now currently seeking quotes to construct the new design and will proceed with installation once a firm has been selected. The Worksafe deadline for installation is June 30th 2018.

Golf Course Opening

DeMamiel Creek Golf Course will open for the season on April 18, 2018. New this year will be a season's pass. The pass will be offered for \$395 and will provide holders with unlimited access to the golf course for the 2018 season (April 18-October 10, 2018).



Colleen Hoglund
Program Services Manager



Steve Knoke
SEAPARC Manager