



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

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

General Meeting, SEAPARC Boardroom

Thursday, June 21, 2018 at 6pm

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of May 17, 2018
4. Motion to Close the Meeting  

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (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.*
5. Chair's Report
6. Directors' Report
7. Correspondence
  - a) Paul Culpeper - Pickleball
8. Staff Report
  - a) 2018 Winter Program Report (January to April)
  - b) Ice Allocation 2018/19
  - c) Staff News (verbal update)
9. New Business:
  - a) Multi-Use Sport Court (Director Tait)
10. Fitness Gym & Multi-Purpose Space Addition – Project Update
11. Public Question Period
12. Round Table
13. Adjournment

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, May 17, 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), D. Bishop, R. Kasper (Alternate Director) J. Perkins,  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: B. Berger (Vice-Chair), P. Grove, M. Tait, C. Hognlund (Program Services Manager)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:06 pm.

**2. ADOPTION OF AGENDA**

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

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Bishop that the minutes of the April 19, 2018 meeting be adopted.  
**CARRIED**

**4. CORRESPONDENCE**

a) Rob Oyler, Sooke U17 Girls Soccer Team

Funding assistance request for soccer team travelling to the Paris World Games in July, 2018. The Manager noted SEAPARC's Travel Assistance Funding policy applies only to athletes that have qualified for provincial or higher level competitions and qualifying is not a requirement for the Paris World Games.

**MOVED** by Commissioner Perkins, **SECONDED** by Alternate Director Kasper that the Sooke Soccer Club's U17 girls team request for travel assistance funding be declined given that the request does not meet the SEAPARC Travel Assistance Funding policy requirements.

**CARRIED**

**5. CHAIR'S REPORT**

**6. DIRECTORS' REPORT**

**7. NEW BUSINESS**

**a) Staff Report – Fees & Charges 2018/19**

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2018.

The following fee increases/additions were proposed:

- Admission Fees – no change
- Loonie Admission – removed
- Pool Rental Guard/Instructor (additional staff) – change to "market rate"
- Pool Lane Rental Youth – 10% increase

- Pool Lane Rental Adult – 19% increase, removed as separate item & combined with Commercial rate
- Stan Jones Field – addition of Youth rate (free)
- Arena Office Space Rental – 2% increase
- Golf Course Pull Cart & Club Rentals – existing fee rounded to nearest dollar
- Refund Fee – addition of new \$5 fee
- Private Lesson 15 min. Fee – remove from Bylaw as included in programming costs

Commission discussion points:

- Seniors passes and discounts. No senior's annual pass offered.
- Lifestyle Pass does not offer same rate of discount for seniors as monthly pass.
- Fees & Charges Policy to be reviewed in 2019 in preparation for fitness gym operations

**MOVED** by Alternate Director Kasper, **SECONDED** by Commissioner Bishop that the Commission approve the proposed SEAPARC Recreation Fees and Charges for 2018/19 effective September 1, 2018 for inclusion in the 2018/19 Fees and Charges Bylaw to be approved by the CRD Board.

**CARRIED**

## 8. STAFF NEWS

### ADMINISTRATION:

#### 2018 Pool Shutdown

During this year's annual shutdown (three weeks, June 11-July 2) the pool filters will be replaced and the pool roof replacement project will begin. Regular maintenance items will be dealt with including underwater light replacement.

#### Arena Roof

Deficiencies found during the final inspection of the arena roof repair are being corrected by the contractor. The repairs are expected to be completed in the coming weeks subject to weather permitting conditions.

#### Refrigeration Plant Safety Review

SEAPARC is in the process of receiving quotes to construct/install a redesigned discharge stack for the ammonia room ventilation system as directed by WorkSafe BC. The WorkSafe BC deadline for installation is June 30<sup>th</sup> 2018. Discussion followed re: project costs, importance of the project and necessity to ensure extra funds are available for the project if required.

**MOVED** by Alternate Director Kasper, **SECONDED** by Commissioner Perkins that the Commission authorize the transfer, if required, of up to \$25,000 from the Capital Reserve Fund for the SEAPARC ammonia vent stack redesign project.

**CARRIED**

#### Bike Park Dirt Jump Maintenance

The large jumps in the bike park are currently closed. A local contractor will be reshaping the lips and repairing features in the park. The work is expected to be completed by the end of June.

#### British Columbia Recreation and Parks Association (BCRPA) Symposium

The SEAPARC Manager and Recreation Coordinator attended the annual BCRPA symposium in Vancouver at the end of March.

#### Ice Allocation

The 2018/29 Ice Season Ice Allocation meeting is scheduled for Wednesday, May 23 @ 6pm. Commissioner Bishop volunteered to represent the Commission at the meeting.

## 9. FITNESS GYM & MULTI-PUPROSE SPACE ADDITION – PROJECT UPDATE

Project Sponsor: Steve Knoke - SEAPARC Manager  
Project Manager: Andy Liu – Manager, Environmental Engineering,  
Project Director: Stephen May – Sr. Manager, Facilities Management & Engineering Services

- April 24 - Call for Credentials issued and 9 submissions received
- Selected project teams will be invited to submit "Request for Proposals" (RFP)
- RFP seeks "consulting services for the conceptual design, detailed design, contract specifications, pre-tender estimates, construction inspections and construction administration" of the addition
- A mandatory site meeting with the proponents will be scheduled on May 29
- RFP target closing date is June 14

**10. PUBLIC QUESTION PERIOD**

**11. ROUND TABLE**

**12. ADJOURNMENT**

The regular meeting adjourned at 6:45pm.

Next meeting: June 21, 2018 @ 6pm

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Mike Hicks, Chair

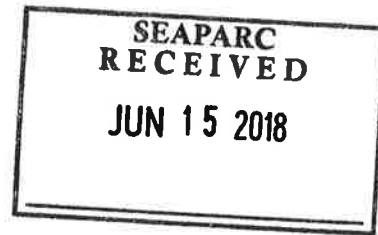
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Lynn MacDonald, Recorder

7216 Francis Rd.  
Sooke, BC V9Z 0S8

June 15, 2018

Megan MacKeigan  
Recreation Program Coordinator  
SEAPARC Leisure Complex  
2168 Phillips Rd,  
Sooke, BC



Dear Ms MacKeigan,

RE: Pickleball

Please see attached a petition in support of a continuing and improved pickleball offerings through SEAPARC.

Players from Sooke have had to drive all the way into Saanich to find playing venues – if Sooke can provide a swimming pool and sports for younger folks, they should be able to provide perhaps what might be considered a “multi purpose” playing court or two for racquet sports such as tennis/pickleball players.

There are good outdoor options as well, at relatively low cost. Parksville, for example, have opened up their cluster of public tennis courts to enthusiastic pickleball players and it’s become very popular.

I hope that you can give our suggestions your most serious consideration as the pickleball program for the coming season is developed.

If there is a more appropriate office to which this matter should be addressed, kindly forward this correspondence and keep me advised.

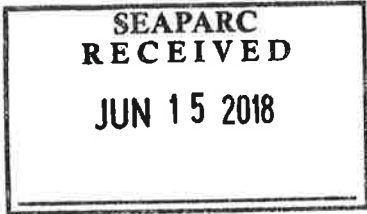
Kindest Regards

A handwritten signature in black ink, appearing to read "Paul Culpeper". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Paul Culpeper

attach

Megan MacKeigan  
 Recreation Program Coordinator  
 SEAPARC Leisure Complex  
 2168 Phillips Road  
 Sooke, BC



Re: Pickleball in Sooke

As you are aware, pickleball is a steadily growing sport in Canada and the U.S., particularly popular with the older demographic. Seaparc's pickleball offering, although it has recently been restored to twice a week, could be improved in a number of ways:

- The court sizes at the Middle School are not regulation. The courts appear to be striped for badminton. Also, the backcourt area is inadequate for pickleball, a game where players often must stand behind the baseline.
- Seaparc's schedule revolves around the school board's requirements, resulting in several off-days during the schedule due to holidays and other school needs
- The Seaparc arena has its own problems: when PB was offered there in the early summer (of 2017), the concrete floor was slippery for some shoe soles
- The evening time slot is not ideal for many players, whose availability is better in the daytime. It is possible that there are other potential players who would participate if a daytime slot was available

As residents of Sooke we request that Seaparc show a genuine commitment to this growing sport by providing a year-round offering, at least twice a week, at least once in the daytime, on safe courts that are properly surfaced and striped. Outdoor courts are also a good option for dry weather.

Signature                      Print Name                      Address

	PAUL CULPEPER	7216 FRANCIS RP SOOKE
	DIANNE DARBY	2533 NICKSON WAY SOOKE
	DUFF JOHNSTON	5789 SOOKE RD
	Oliver Tommisen	6431 Riverstone Drive
	Matt Holmes	6592 Arranwood Dr
	MAGGIE MCLEAN	1673, NARISSA ROAD, SOOKE ☺
	Shelley Reid	1655 Winnifred Place Sooke BC.
	JAMES FRIEL	1439 SOOKE (ELISE CLOSE)
	ELISE FRIEL	1639 ELISE CLOSE
	Jim Peole	1638 Elise Close



STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF Thursday, June 21, 2018

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**SUBJECT** 2018 Winter Program Report – January to April

**PURPOSE** Information

**BACKGROUND**

SEAPARC community recreation and aquatic programs have expanded in response to community demand. Overall, program revenue increased by 8% in January-April 2018 (\$135,879.01) from the same time period in 2017 (\$125,501.12). The most significant increase was in the early years and children's camp program areas.

Marketing highlights:

- 7,000 copies of the 2018 Winter/Spring Active Living Guide distributed with 2,369 views of the publication online
- 1,242 followers on Facebook
- Offered a Try it for Free Week in January
- Introduced the January Fit Pass. 40 purchased including 17 to people new to SEAPARC

Special Events:

- Free Family Day Event
- Free Easter Extravaganza
- Free Community Garage Sale & Arts Fair
- Three \$2 Pro D Admission Days
- 9 Themed Fun Swims

**Appendix A** provides a summary of the January to April program report for 2018.

**RECOMMENDATION(S)**

That the SEAPARC Commission receive this report for information.

  
\_\_\_\_\_  
Colleen Hoglund  
Program Services Manager

**SEAPARC LEISURE COMPLEX**  
**Winter Program Report January-April 2018**  
**Appendix A**

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## **Aquatic Programs**

### Adult & School Age

- January-April aquatic program registration increased overall by approximately 5% (\$38,725.43 in 2017 to \$40,674.76 in 2018) for the same time period \*this reflects registered programs and lessons
- 23 adults participated in the Human Powered Racing Triathlon Program
- 28 children participated in the Red Cross Babysitter's Program
- 30 children participated in the Sharks Swim Club program
- Morning Aqua-fit classes average approximately 30-40 participants per class

### Group and Private Swim lessons

- 75 custom private lessons offered = 306 individual classes
- 329 preschool & 284 school age swim lesson participants
- 182 Grade 2 students participated in sponsored swim lessons
- 13 students participated in adapted swim lessons
- The Home Learners Swim Lessons program was introduced

### Advanced Aquatics

- 6 advanced aquatic courses offered for 25 participants

## **Community Recreation Programs**

### Arena

- Program participation and revenue remained relatively the same between January-April 2017 and the same time period in 2018 with approximately a 1% decrease in 2018

### Early Years

- Program revenue increased by approximately 61% (\$5,200 in January-April 2017 to \$8,375 in January-April 2018)
- 129 participants in registered programs, compared to 70 for the same time period in 2017
- Opened the 2018/2019 licensed preschool registration early. 3 of these fall programs are already full with 14 registered per class, with children on waitlists.

### School Age

- Program revenue increased by approximately 6.5% (\$19,200 in January-April 2017 to \$20,640 in January-April 2018)
- Offered a Teen Stress Buster Workshop, in partnership with Sooke Family Resource Society. 7 youth participated.
- In response to interest for afterschool activities, 3 programs were offered including Basketball, Youth Fit and Tennis



**SEAPARC LEISURE COMPLEX**  
**Winter Program Report January-April 2018**  
**Appendix A**

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**Camps**

- Revenue increased by approximately 16% (\$5,600 in January-April 2017 to \$6,500 in January-April 2018)
- 175 participants in 2018 compared to 101 participants for the same time period in 2017 (3 Pro D days & 2 week spring break)
- All camps were at capacity with waitlists in during this period in 2018. Demand will be addressed for 2018-2019 school year.

**Adult**

- Program revenue decreased by approximately 15% (\$21,000 in January-April 2017 to \$17,550 in January-April 2018)
- 12 drop-in fitness classes offered per week with 179 drop-in admissions
- 8 drop-in registered fitness classes per week with 62 drop-in admissions
- Partnered with Sooke Volunteer Centre on a New Horizons Grant Initiative, with 103 participating in educational sessions for seniors.
- 530 participants in registered programs, compared to 450 in 2017
- Introduced two pre/post-natal fitness programs in response to community interest
- 61 adults are registered for the free community walking program

**Current Program Services Initiatives**

- Health and Recreation Partnership (HARP), a committee comprised of health and recreation professionals, with the goal of better aligning services to improve preventive health measures
- PLAY Sooke-Westshore partnership with School District 61, Island Health and PISE on a Sport for Life Grant – to improve community physical literacy
- Island Health Community Wellness Grant partnership with School District 61, Island Health and PISE with goal to improve improving physical activity levels among students



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
REGULAR MEETING OF JUNE 21, 2018**

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**SUBJECT:** Ice Allocation: 2018/19 Season

**PURPOSE/ISSUE:**

To recommend ice allocation for the 2018/19 season.

**HISTORY/BACKGROUND:**

Staff conducted an Ice Allocation meeting on Wednesday, May 23 to review requests for the 2018/19 ice season. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

The SEAPARC Manager presented a generic weekly schedule (Appendix B) along with special events and tournament dates. Sooke Minor Hockey Association's and SEAPARC's requested schedule adjustments were discussed with meeting attendees (outlined in Appendix A).

At their May 17, 2018 meeting, the Commission approved the Fees & Charges Bylaw for 2018/19. No changes were made to ice rental rates for the 2018/19 season.

**ALTERNATIVES:**

1. Approve the generic weekly schedule as presented.
2. Do not approve the schedule.

**SUMMARY/CONCLUSION:**

The suggested schedules offer a fair and consistent allocation of ice time to arena contract users in accordance with Commission policy. The suggested rental rate is consistent with Commission policy and budget approvals.

**RECOMMENDATION(S):**

That the report on Ice Allocation: 2018/19 Season be received for information.

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Steve Knoke  
SEAPARC Manager

## APPENDIX A

### SEAPARC Ice Allocation Committee Meeting Notes Held Wednesday, May 23, 2018 at 6 pm SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC

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#### Present

Staff: S. Knoke, SEAPARC Manager, D. Davies, Clerk-Receptionist, L. MacDonald, Recorder  
Public: 2

The meeting was called to order at 6:01 pm

The SEAPARC Manager presented the proposed regular ice schedule for 2018/19 and advised of the following:

- Sooke Minor Hockey Assoc. (SMHA) start date: Monday, August 27. Rep tryouts in evenings, Aug. 27-30.
- SMHA – request for 3 hours of additional ice on Sundays (10am-1pm) currently utilized by SEAPARC for programs and public skates.
- SEAPARC - request for 1 hour of additional ice on Thursdays (4:30-5:30pm) currently booked by SMHA
- Discussion followed re: potential swap of ice times. SMHA President to pursue further with executive/coaches and report back.
- Rotary Club of Sooke Grizzlies Game – Saturday, September 1 @ 2pm
- No tournament ice had been requested. SMHA may offer a Spring Break tourney in collaboration with Juan de Fuca. Confirmation to follow from SMHA asap.
- Spring ice out date dependent on SMHA tournament offering.

#### **Tournaments and Committed Dates**

- Thanksgiving Skate	Monday Oct. 8	1-2:30pm
- Skate with Santa	Sunday Dec. 16	12:00-3:00pm
- Christmas Eve	Monday Dec. 24	11:30-12:45pm (closed 3:30pm)
- Christmas Day	Tuesday Dec. 25	closed
- Boxing Day	Wednesday Dec. 26	closed (private rentals only)
- New Year's Eve	Monday Dec. 31	11:30-12:45pm (closed 3:30pm)
- New Year's Day	Tuesday Jan. 1	closed

#### **2018/19 SD 62 Non-Instructional Day Schedule**

- Mondays	Sept 17 & Dec. 3
- Fridays	Oct. 19, Nov. 23 & Feb. 15
- SEAPARC	Toonie Skates: 11:15 – 1 pm & Youth Hockey: 2:00 – 4 pm
- Spring Break	March 16-31
- Christmas Break	December 22-Jan. 6

The SEAPARC Manager reviewed the following:

- List of available ice times will be made available to all users.
- No change to ice rental rates for 2018/19
- All ice renters must provide proof of insurance. Facility rental insurance is available through the CRD and application forms will be sent out with contracts by the end of June.
- September fees are payable by August 31. A late payment fee of 1.5% monthly will be applied on all accounts overdue after 30 days. All accounts overdue by 60 days may lose their allocated ice time.

The meeting adjourned at 6:06 pm

APPENDIX B

2018/2019 ICE SCHEDULE

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:30	OPEN	SMHA 530-7	SMHA 530-7	SMHA 530-7	SMHA 530-7	SMHA 530-7	OPEN
6:00	ICE	*	*	*	*	*	ICE
6:30	530 - 7	*	*	*	*	*	530 - 7
7:00	SMHA	Ice	Ice	Ice	Ice	Ice	SMHA
7:30	7-950	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	7 - 820
8:00	*	7 - 830	7 - 930	7 - 830	7 - 930	7 - 9	
8:30	*	Journey	*	Journey	*	*	
9:00	*	830 - 945	*	830 - 945	*	EMCS	
9:30	*	*	EMCS	*	EMCS	915 - 1030	
10:00	Program Ice	Ice	930 - 11	Ice	930 - 11	*	
10:30	10 - 1120	Maintenance	*	Maintenance	*	OPEN	
11:00	*	Journey	ICE CLEAN	Journey	ICE CLEAN	ICE	
11:30	Public Skate	1045 - 1215	Toonie Skate	1045 - 1215	Public Skate	1045 - 1145	
12:00	1130 - 1245	*	1130 - 1245	*	1130 - 1245	EMCS	
12:30	*	OPEN	*	OPEN	*	12-115	
1:00	SMHA	ICE	EMCS	ICE	EMCS	*	
1:30	1 - 620	1230 - 2	120 - 235	1230 - 2	120 - 235	ICE CLEAN	
2:00	*	Family Hockey	*	Parent & Tot	*	Youth Hockey	
2:30	*	215 - 345	*	215 - 300	*	215- 345	
3:00	*	*	ICE CLEAN	Program Ice	ICE CLEAN	*	
3:30	*	*	Program Ice	300 - 420	Program Ice	*	
4:00	*	SMHA	330 - 450	*	320 - 420	SMHA	
4:30	*	4 - 11	*	SMHA	SMHA	4 - 650	
5:00	*	*	Skating Club	430 - 820	430 - 520	*	
5:30	*	*	5 - 650	*	Skating Club	*	
6:00	*	*	*	*	530 - 720	*	
6:30	Old Growth	*	*	*	*	*	
7:00	630 - 750	*	Public Skate	*	*	Family Hockey	
7:30	*	*	7 - 815	*	SMHA	7 - 815	
8:00	Renfrew	*	*	*	730 - 950	*	
8:30	8 - 920	*	Whalers	Ice Angels	*	BlunderBirds	Fendogs
9:00	*	*	830 - 950	830 - 950	*	830 - 950	830 - 950
9:30	Hockey 101	*	*	*	*	*	*
10:00	930 - 11	*	Adult Hockey	SMHA	Team Sore	Hockey 101	Hockey 101
10:30	*	*	Drop in	10 - 1100	10 - 1130	10 - 1130	10 - 1130
11:00			10 - 1130		*	*	*
11:30							